MEDIA SPECIALIST/ VIDEO TECHNICIAN

DEPARTMENT OF EDUCATION and ORGANIZATIONAL DEVELOPMENT

PROCEDURE GUIDE

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Jacksonville, FL 32204
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MEDIA SPECIALIST/

VIDEO TECHNICIAN PROCEDURE GUIDE

EDUCATION and ORGANIZATIONAL DEVELOPMENT

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The following job description specifies the requirements and expectations for the Media Specialist / Video Technician:

Position: Specialist Media/ Video Technician
Job Code: 4041

Division/Department: Organizational Effectiveness/ Educational Development

Job Summary: Serves as a member of the Technology Services Team. Provides St. Vincent's HealthCare with high end audio visual equipment setup. Provides AV equipment on a loan basis to requesting departments. Provides video photography on a limited basis as requested. Maintains Master DVD/video tape library. Maintains room requests via CEO Scheduler. Assigns Pathlore tracking numbers for educational programs using locator numbers and Scantron sheets for online tracking on the St. Luke's Campus..... *Carries out all responsibilities in accordance with the organization's core values, applicable policies, procedures, and civil laws, the Corporate Responsibility Program, and adhering to the teachings of the Catholic Church.*

1. Audio Visual Equipment

A. Maintains lending library of AV equipment for departments requesting equipment for meetings and presentations.

B. Sets up high end AV equipment for select programs as requested.

C. Provides in-service training on all AV equipment to those borrowing equipment from the AV library. Designs quick reference sheets for operation of equipment and troubleshooting of same.

D. Presentation and video projection equipment maintenance is exercised to insure optional working condition through routine maintenance. Works with supervisor and outside vendors for repairs

E. Accountability for location of equipment is maintained through the use of an established tracking system and sign out process.

F. Close working relationships are maintained with ECS personnel to ensure that room set ups are completed prior to scheduled start times.

G. Provide audio/visual assistance for Special Events as requested.

2. Participates as a team member on the technology team.

A. Performs digital still photography suitable for use in multi-media presentations.

B. Prepares PowerPoint presentations utilizing various forms of media creatively and effectively.

C. Duplication of video tapes is done in accordance with copyright laws and regulations.

D. Duplicate tapes are labeled and delivered to requesting departments.

3. Responsible for video-taping in-service presentations

A. Video taping is limited to 30 minutes or less due to time constraints.

B. Equipment is set up and testing is performed prior to the event to ensure proper operation of equipment.

C. In –service video tapes are correctly labeled and returned to requesting department as soon as possible.

4. Video Tape Library

A. Maintains a neat and organized library.

B. Tapes are filed in library according to established process.

C. Automated video logging system is maintained for archived tapes.

5. CEO Scheduler

A. Responds to customer needs, requests and expectations related to meeting room and class scheduling requests.

B. Telephone is answered and request for information/scheduling responded to with in 24 hrs of request.

C. Confirmations for each event are sent via FAX/ or Email/ or inter office mail to requestor.

D. Customer complaints/concerns are addressed and corrective measures are taken as soon as possible.

6. Pathlore

A. Electronic records of classes/programs are maintained for each associate via scantron sheets.

B. Programs are assigned a locator number via Pathlore and associate utilizes this number to record attendance on their Scantron sheet.

C. Develops individual and or departmental reports as requested via Pathlore tracking system.

7. Room Maintenance

A. Ensures rooms are equipped with tables and chairs according to room layout.

B. Replaces flip charts and markers as needed.

C. Reports and removes broken tables and chairs for repairs when noted on rounds.

D. Contacts One Call for repairs if applicable.

OVERVIEW OF DAILY TASKS PERFORMED BY THE MEDIA SPECIALIST:

1. Print room signs and distribute accordingly. The signs are extracted from the CEO Scheduler software and are posted outside every classroom that will be utilized for the day.
2. Check E-mail, voice mail and fax to process room requests.
3. Prepare equipment that has been scheduled to be picked up today. Make sure Associate completes the St. Vincent's HealthCare A / V Equipment Checkout / Check In form.
4. At approximately 2:00 p.m., print out two copies of the Daily Activity Report (also known as the **Top Sheet**) and the Environmental Services Report (also known as the **Bottom Sheet**). These reports contain all information on the following day's room activities and are processed through CEO Scheduler.
5. Staple one set together and place in the box located on the office door. This set of reports will be picked up by _____, who is in charge of setting up the rooms that have been requested for use.
6. E-mail one set to Environmental Services group. The following distribution list must be set up in the Outlook E-mail system.

Distribution List Name: ECS Team
Members:
Bryant, James James.Bryant@stvincentshealth.com
Cheryl Brown CBROW015@stvincentshealth.com
Fox, Linton Linton.Fox@stvincentshealth.com
Lee, Loretta Loretta.Lee@stvincentshealth.com
Mercer, Melvin (Melvin.Mercer@stvincentshealth.com)
Melvin.Mercer@stvincentshealth.com
Thomas, Vanessa Anthony.Thomas@stvincentshealth.com
Zariv, Anthony Anthony.Zariv@stvincentshealth.com

7. Fax a copy of the Top Sheet, The Daily Activity Report, to various departments. Place the fax in ready position on the fax machine and press the black button on the lower right of the center panel. This key has been programmed with all the necessary phone numbers.
8. Keep Bottom Sheet, the Environmental Services Report, to get equipment ready and set up for the following day's activities.

Following is an example of the **TOP SHEET**:

Daily Activity Report
JAMES CASSATA
SETON HALL SUITE 134
Phone: 308-8452
Fax: 308-7843
E-mail: jcass002@jaxhealth.com
Thursday 05/01/2008
Start End Activity Room Location
SVMC SVMC Bryan Aud Upper & Lower DIRECTORS CUP 8:00AM 7:00AM
SVMC SVMC Lobby Conf/ Riverside Bo ANESTHESIOLOGY (SUB-COMMI 8:00AM 7:00AM
SVMC Terry Conference MEDICAL REVIEW & UPDATE 8:30AM 7:30AM
SVMC Schultz River Lounge OIC MEETING 11:00AM 10:00AM
SVMC Gaston J. Acosta-Rua, MD / Ter NURSE MANAGER COUNCIL 12:00PM 10:00AM
SVMC Robert T. Shircliff Board Room INSTITUTIONAL REVIEW COMMITTE 1:30PM 12:00PM
SVMC SVMC Bryan Aud Upper & Lower WEIGHT WATCHERS 12:45PM 12:00PM
SVMC SVMC Lobby Conf/ Riverside Bo OR BUDGET REVIEW 2:00PM 1:00PM
SVMC SVMC 1035 BIDSHIFT TRAINING 4:00PM 1:00PM
SVMC SVMC 156 A & B EXPLORERS 8:00PM 5:00PM
SVMC Terry Conference LAP BAND COMMUNITY SEMINA 8:00PM 5:30PM
SVMC Gaston J. Acosta-Rua, MD / Ter BREASTFEEDING CLASS 10:00PM 6:00PM
SVMC SVMC Lobby Conf/ Riverside Bo MANAGED CARE COMMITTEE 8:00PM 6:00PM
Generated On: 4/30/2008 at 2:12PM Page 1 of 1

This is a sample of the **BOTTOM SHEET**:

JAMES CASSATA
SETON HALL SUITE 134
Phone: 308-8452
Fax: 308-7843
E-mail: jcass002@jaxhealth.com **Environmental Services Report**
 # Attending:
308-8391
Contact:
Contact Phone:
DIRECTORS CUP **Activity Name:**
Account #:
Thursday May 01, 2008 13701 **Event ID #:**
TONYA JOHNSON
70
Start/End: 5/1/08 7:00AM to 8:00AM
6380 ***Prep/Clean Time:*** *6:00AM 9:00AM to*
Pre/Post Access: 7:00AM to 8:00AM
Room Name Seating Style
SVMC Bryan Aud Upper & Lower Auditorium
Activity Memo:
Event Memo:
Quantity End Start AV Equipment
1 DATA PROJECTOR 7:00AM 8:00AM
1 LAPTOP 7:00AM 8:00AM
 # Attending:
308-8125
Contact:
Contact Phone:
ANESTHESIOLOGY (SUB-COMM **Activity Name:**
Account #:
Thursday May 01, 2008 13979 **Event ID #:**
CINDY WILLIAMSON
15
Start/End: 5/1/08 7:00AM to 8:00AM
9640 ***Prep/Clean Time:*** *6:55AM 8:05AM to*
Pre/Post Access: 7:00AM to 8:00AM
Room Name Seating Style
SVMC Lobby Conf/ Riverside Boardroom U-Shape
Activity Memo:
Event Memo:

 # Attending:
308-8125
Contact:
Contact Phone:
MEDICAL REVIEW & UPDATE **Activity Name:**
Account #:
Thursday May 01, 2008 13616 **Event ID #:**
CINDY WILLIAMSON
100
Start/End: 5/1/08 7:30AM to 8:30AM
9640 ***Prep/Clean Time:*** *7:00AM 9:00AM to*
Pre/Post Access: 7:30AM to 8:30AM
Room Name Seating Style
Terry Conference Classroom
Activity Memo:
Event Memo:
Page 1 of 4 Generated On: 4/30/2008 at 2:13PM
Environmental Services Report
 # Attending:
308-8127
Contact:
Contact Phone:
NURSE MANAGER COUNCIL **Activity Name:**
Account #:
Thursday May 01, 2008 13681 **Event ID #:**
URSULA DAVIS
18
Start/End: 5/1/08 10:00AM to 12:00PM
9601 ***Prep/Clean Time:*** *9:00AM 1:00PM to*
Pre/Post Access: 10:00AM to 12:00PM
Room Name Seating Style
Gaston J. Acosta-Rua, MD / Terry A Co Classroom
Activity Memo:
Event Memo:
 # Attending:
308-3947
Contact:
Contact Phone:
OIC MEETING **Activity Name:**
Account #:
Thursday May 01, 2008 14090 **Event ID #:**
MARTHA ENGLISH
20
Start/End: 5/1/08 10:00AM to 11:00AM
9034 ***Prep/Clean Time:*** *9:30AM 11:30AM to*
Pre/Post Access: 10:00AM to 11:00AM

Room Name Seating Style
Schultz River Lounge U-Shape
Activity Memo:
Event Memo:
 # Attending:
308-8125
Contact:
Contact Phone:
INSTITUTIONAL REVIEW COMMITT **Activity Name:**
Account #:
Thursday May 01, 2008 13609 **Event ID #:**
CINDY WILLIAMSON
20
Start/End: 5/1/08 12:00PM to 1:30PM
9640 ***Prep/Clean Time:*** *11:30AM 2:00PM to*
Pre/Post Access: 12:00PM to 1:30PM
Room Name Seating Style
Robert T. Shircliff Board Room Conference
Activity Memo:
Event Memo:
 # Attending:
308-8612
Contact:
Contact Phone:
WEIGHT WATCHERS **Activity Name:**
Account #:
Thursday May 01, 2008 14034 **Event ID #:**
MARGO FITCH
30
Start/End: 5/1/08 12:00PM to 12:45PM
9294 ***Prep/Clean Time:*** *11:50AM 12:55PM to*
Pre/Post Access: 12:00PM to 12:45PM
Page 2 of 4 Generated On: 4/30/2008 at 2:13PM
Environmental Services Report
Room Name Seating Style
SVMC Bryan Aud Upper & Lower Auditorium
Activity Memo:
Event Memo:
 # Attending:
308-8615
Contact:
Contact Phone:
OR BUDGET REVIEW **Activity Name:**
Account #:
Thursday May 01, 2008 14137 **Event ID #:**
JANICE BERGER

10
Start/End: 5/1/08 1:00PM to 2:00PM
6380 ***Prep/Clean Time:*** *12:55PM 2:05PM to*
Pre/Post Access: 1:00PM to 2:00PM
Room Name Seating Style
SVMC Lobby Conf/ Riverside Boardroom Conference
Activity Memo:
Event Memo:
 # Attending:
308-4377
Contact:
Contact Phone:
BIDSHIFT TRAINING **Activity Name:**
Account #:
Thursday May 01, 2008 14459 **Event ID #:**
MELISSA SCOTT
15
Start/End: 5/1/08 1:00PM to 4:00PM
6000 ***Prep/Clean Time:*** *12:55PM 4:05PM to*
Pre/Post Access: 1:00PM to 4:00PM
Room Name Seating Style
SVMC 1035 Classroom
Activity Memo:
Event Memo:
 # Attending:
308-3830
Contact:
Contact Phone:
EXPLORERS **Activity Name:**
Account #:
Thursday May 01, 2008 14105 **Event ID #:**
JEANINE SCALES
25
Start/End: 5/1/08 5:00PM to 8:00PM
6940 ***Prep/Clean Time:*** *4:30PM 8:30PM to*
Pre/Post Access: 5:00PM to 8:00PM
Room Name Seating Style
SVMC 156 A & B U-Shape
Activity Memo:
Event Memo:
Page 3 of 4 Generated On: 4/30/2008 at 2:13PM
Environmental Services Report
 # Attending:
308-7450
Contact:
Contact Phone:

LAP BAND COMMUNITY SEMINA **Activity Name:**
Account #:
Thursday May 01, 2008 13649 **Event ID #:**
CLAUDIA PORTELL
90
Start/End: 5/1/08 5:30PM to 8:00PM
8030 ***Prep/Clean Time:*** *5:00PM 8:30PM to*
Pre/Post Access: 5:30PM to 8:00PM
Room Name Seating Style
Terry Conference Classroom
Activity Memo:
Event Memo:
 # Attending:
308-6359
Contact:
Contact Phone:
BREASTFEEDING CLASS **Activity Name:**
Account #:
Thursday May 01, 2008 13740 **Event ID #:**
LOIS SMITH
26
Start/End: 5/1/08 6:00PM to 10:00PM
6262 ***Prep/Clean Time:*** *5:00PM 11:00PM to*
Pre/Post Access: 6:00PM to 10:00PM
Room Name Seating Style
Gaston J. Acosta-Rua, MD / Terry A Co Classroom
Activity Memo:
Event Memo:
 # Attending:
308-3686
Contact:
Contact Phone:
MANAGED CARE COMMITTEE **Activity Name:**
Account #:
Thursday May 01, 2008 14445 **Event ID #:**
LINDA GOODEN
10
Start/End: 5/1/08 6:00PM to 8:00PM
9602 ***Prep/Clean Time:*** *5:55PM 8:05PM to*
Pre/Post Access: 6:00PM to 8:00PM
Room Name Seating Style
SVMC Lobby Conf/ Riverside Boardroom Conference
Activity Memo:
Event Memo:

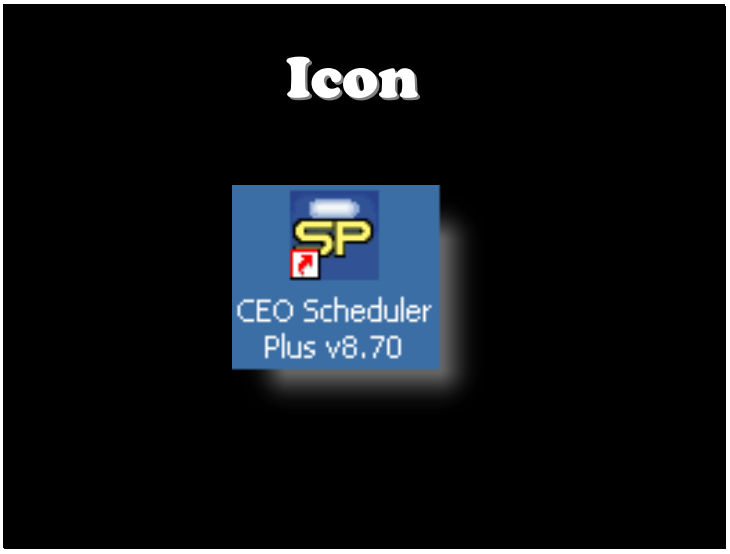
NOTE:

1) Instructions for processing above reports are located under the CEO Scheduler section.

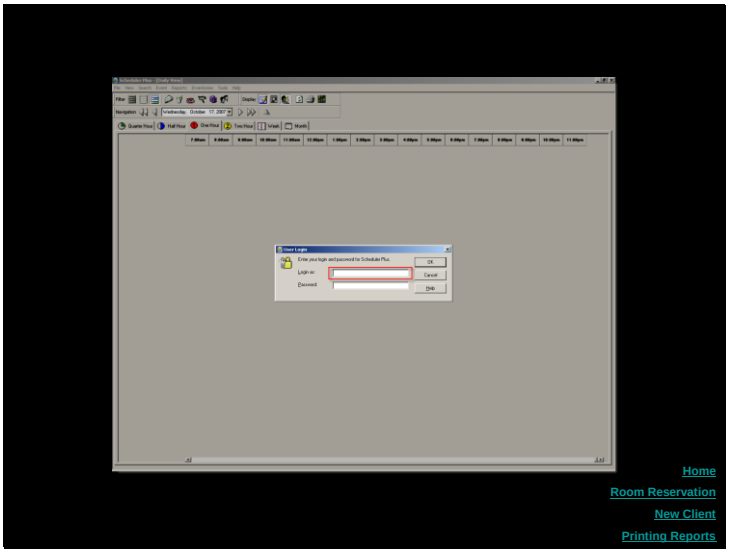
2) The above task list does not include responsibilities that are not performed on a daily basis, such as equipment maintenance, Pathlore and Scantron updates and reporting, Tigr System updates, etc.

CEO Scheduler is the scheduling software used by the Media Specialist to reserve classrooms, add new clients and print related reports for St. Vincent Healthcare Associates.

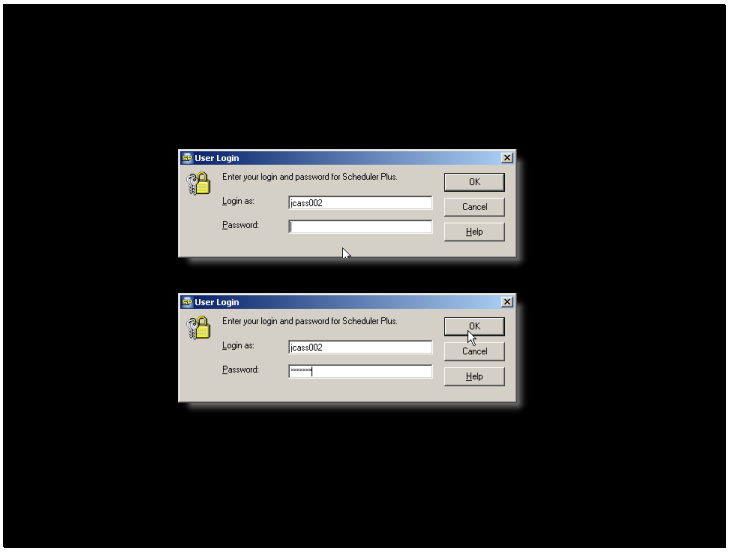
1.) To access to CEO Scheduler, click on this Icon:



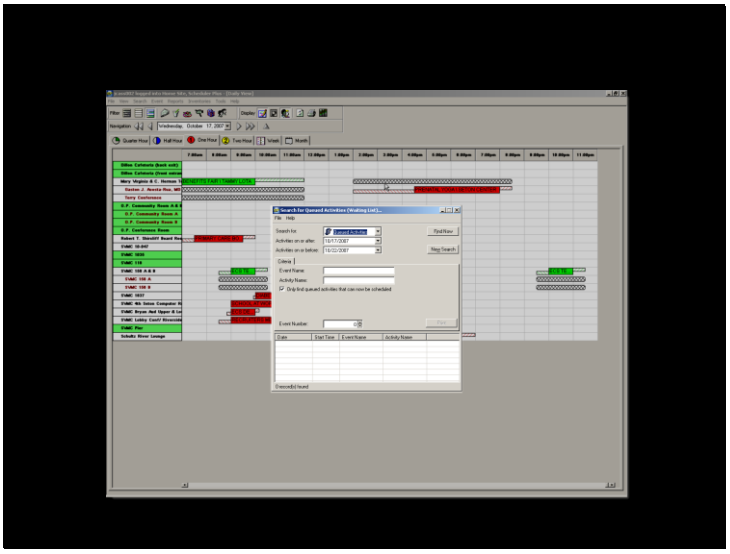
2.) The login screen will prompt you to sign in. The User I.D. is **administrator** and the Password is **administrator**. (Type both in lower case).



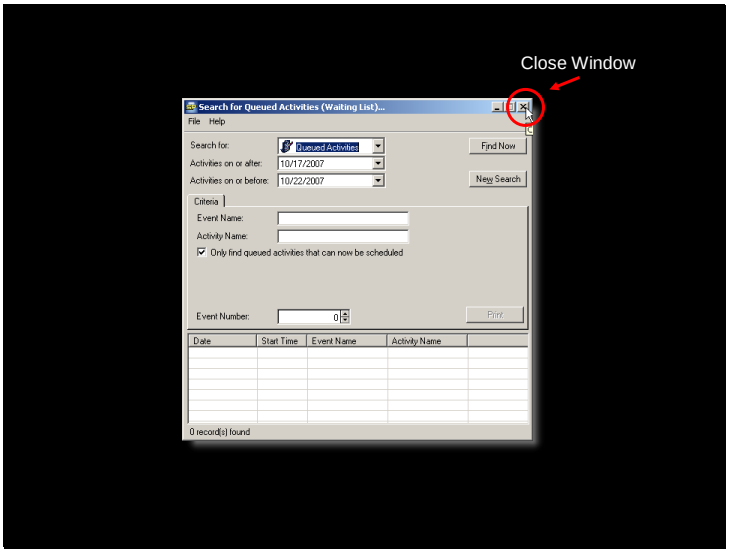
3.) Select **OK.**



4.) When you log in, this box will appear.

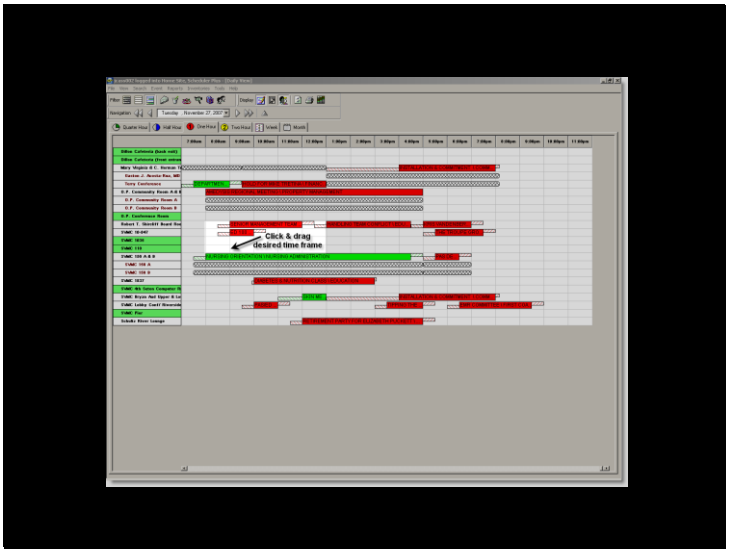


5.) Close this window by clicking on the **X** as indicated.

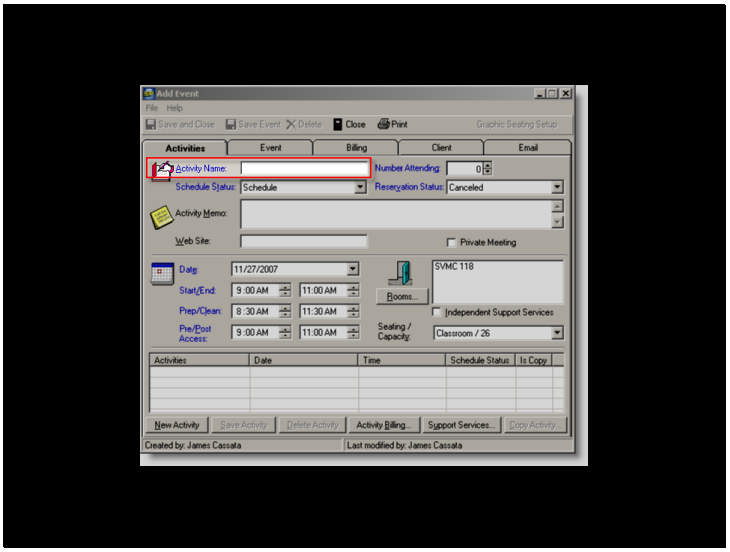


6.) Select <**Event Schedule**>.

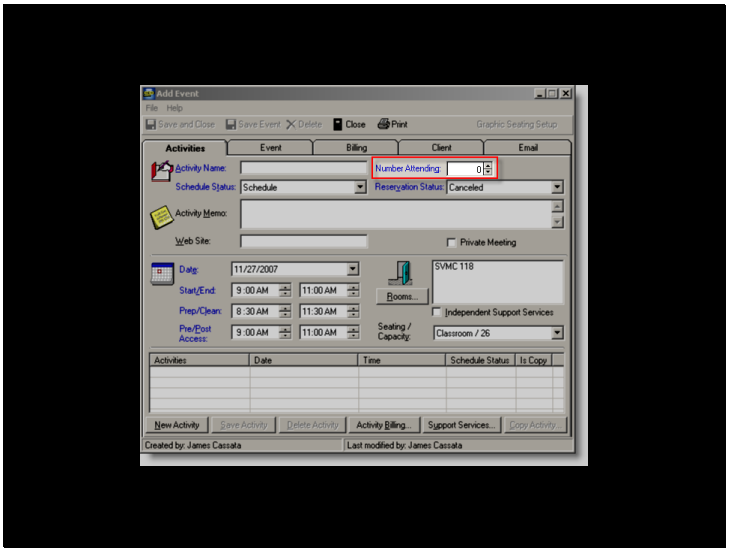
7.) Click and drag to the appropriate requested time frame.



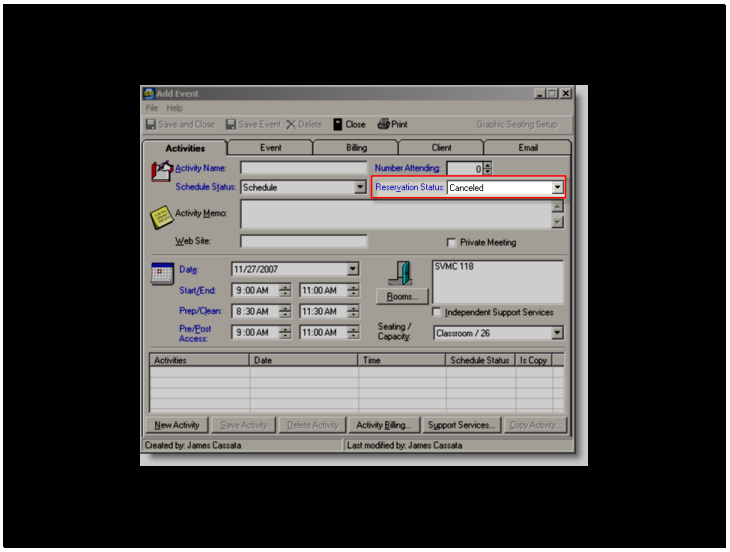
8.) In the **<Add Event>** screen, type in the name of the event in the **<Activity Name>** box. Use all CAPS.

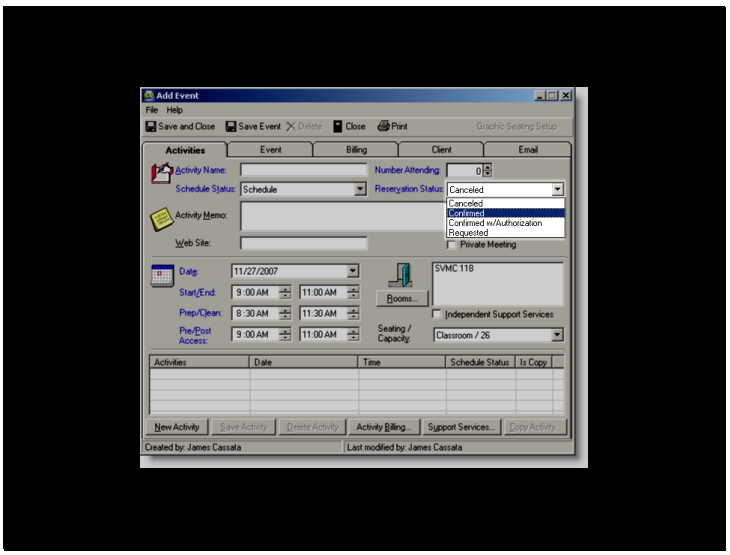


9.) Fill in number of people attending.

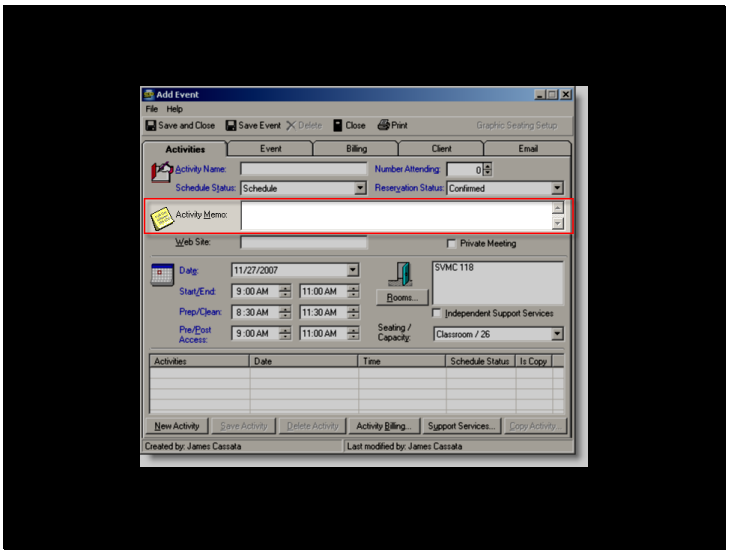


10.) The default **Reservation Status** field will read **<Canceled>**. Change it to **<Confirmed>** by clicking on the drop down box and selecting **<Confirmed>**.

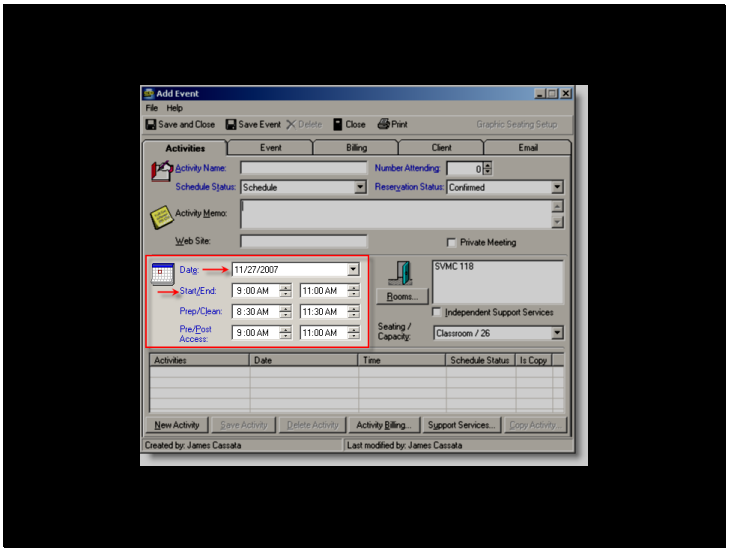




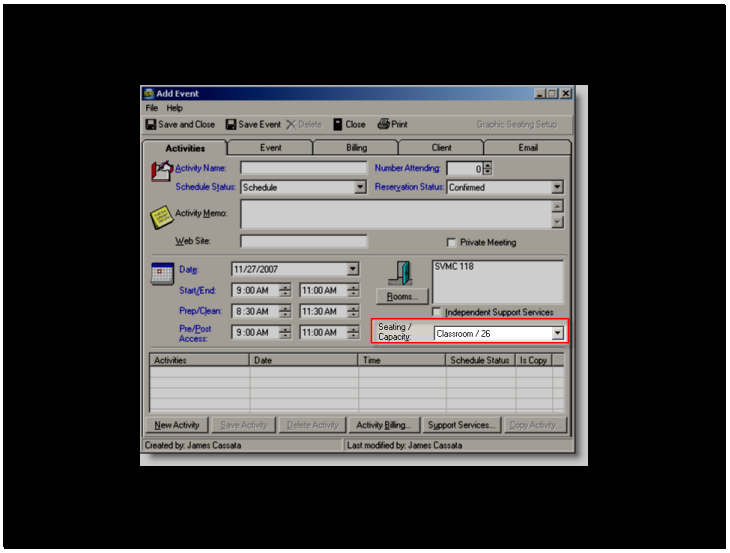
11.) The **<Activity Memo>** field is used to include specific details of the event. Example: a request for a table to be placed on the back wall of the room. Fill in the details in this field.



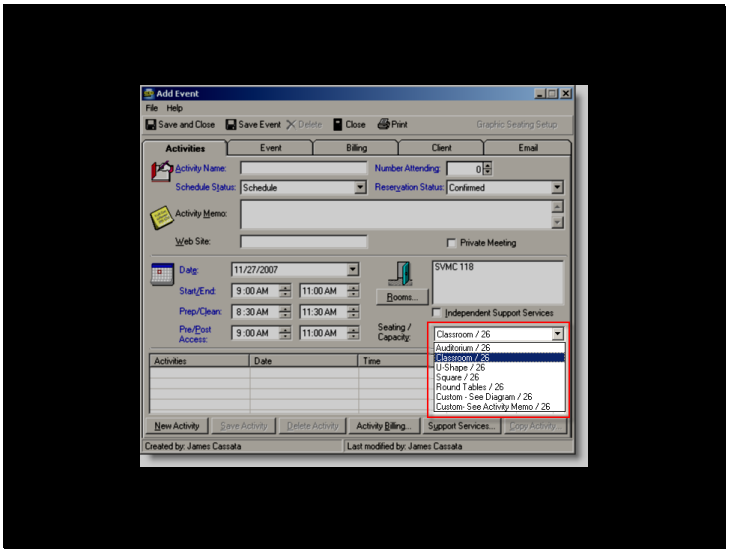
12.) Check to ensure you have the correct date and times. You only need to change the **<Start/End>** times. No need to adjust the <Prep/Clean> times.

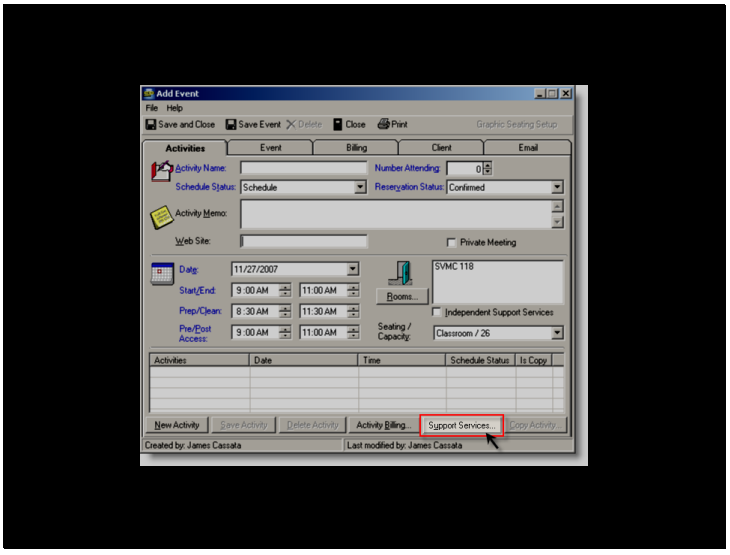


13.) Change seating style as requested.



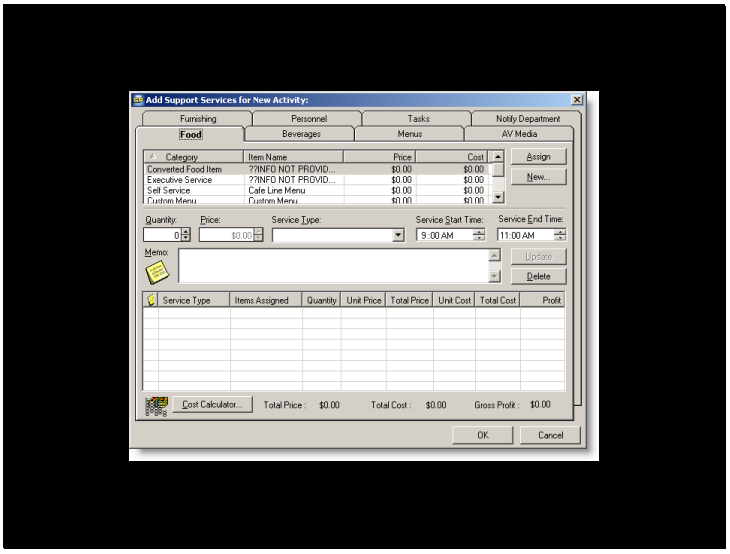
14.) Select by clicking on the drop down box and clicking the requested style.



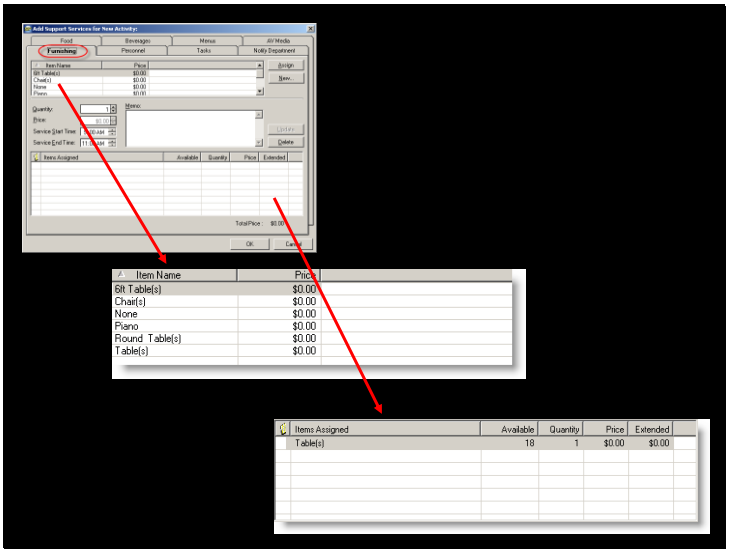


15.) If A / V equipment and extra furniture has been requested, click on the **<Support Services>** tab on the bottom on the page.

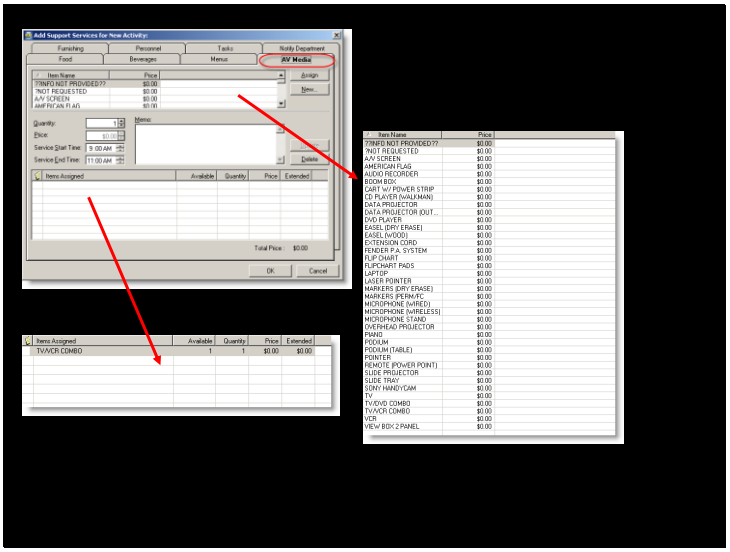
16.) In the **<Add Services for New Activity :>** box, click on the **<Furnishing>** tab.



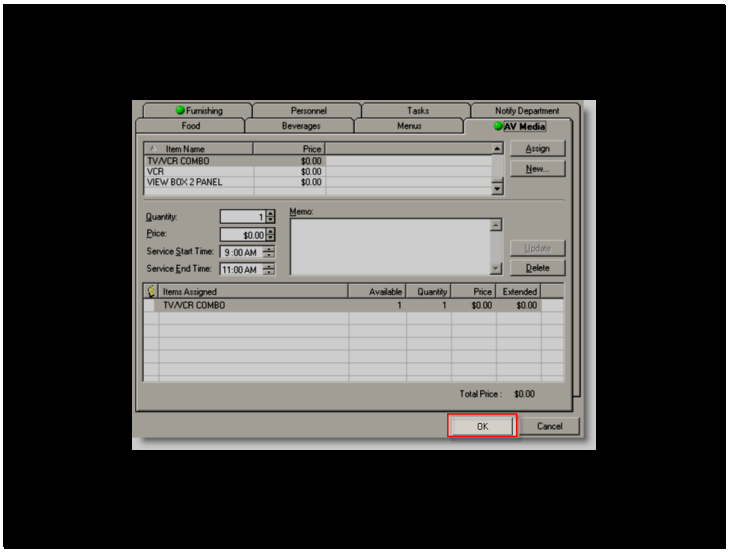
17.) Scroll down to **<Requested Furniture>** and double click. Adjust the quantity by clicking on the **<up>** or **<down>** arrows in the quantity field.



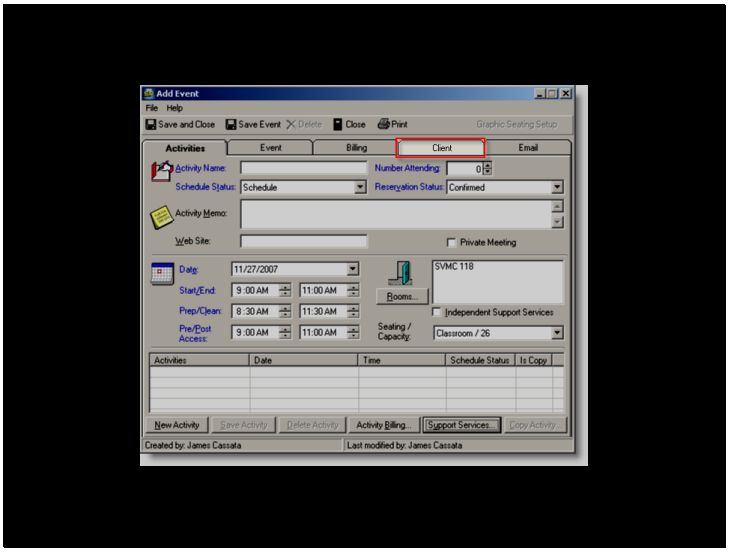
18.) Click on the **<A / V Media>** tab to include A / V equipment. Double click requested equipment under **<Item Name>**.

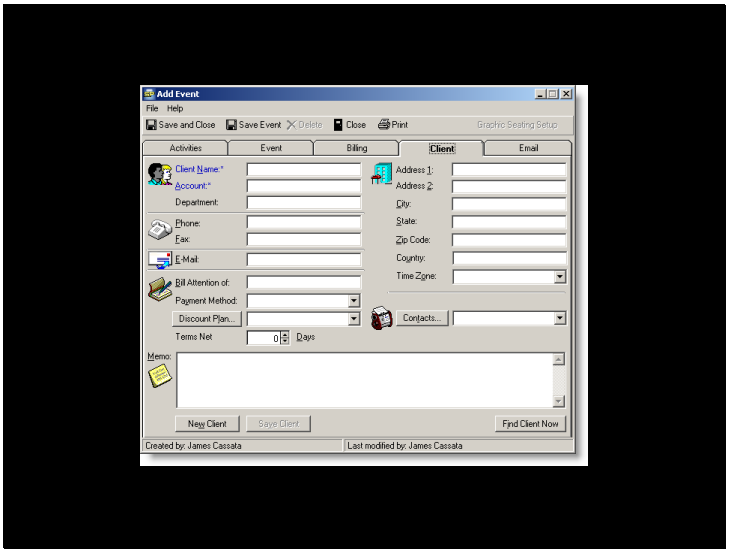


19.) When all Furnishings and A / V equipment have been reserved, click **OK.**

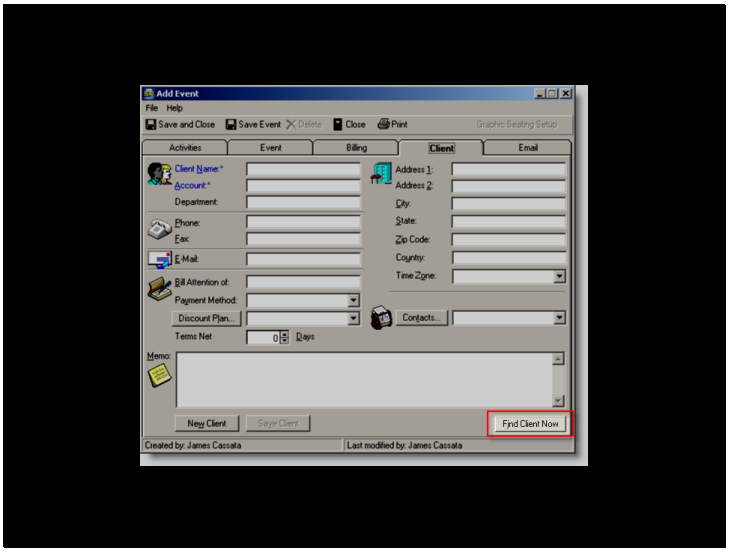


20.) Click on the **<Client>** tab to select client.

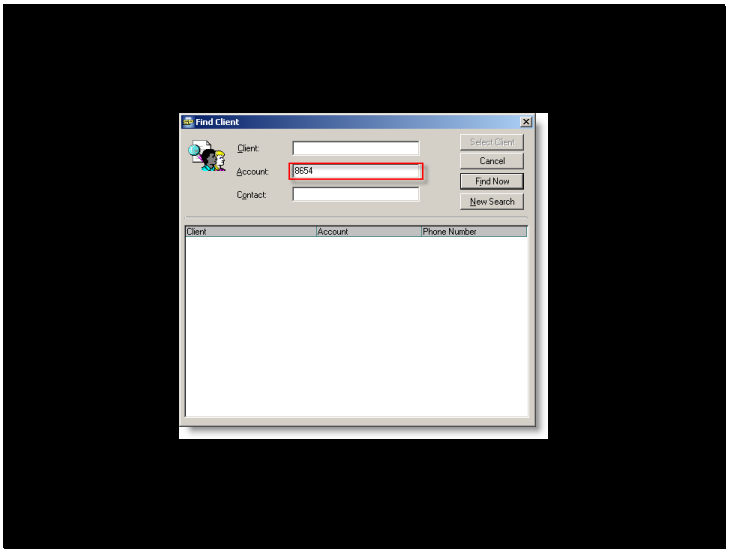




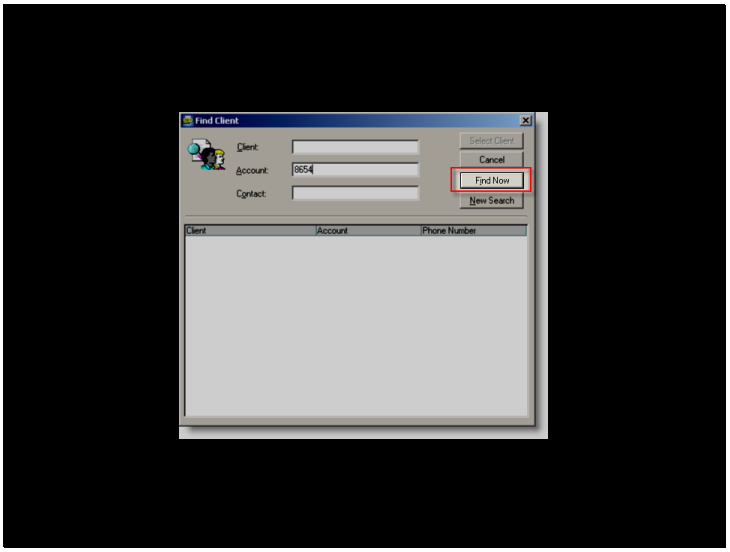
21.) Select **<Find Client Now>** at the bottom of the box.



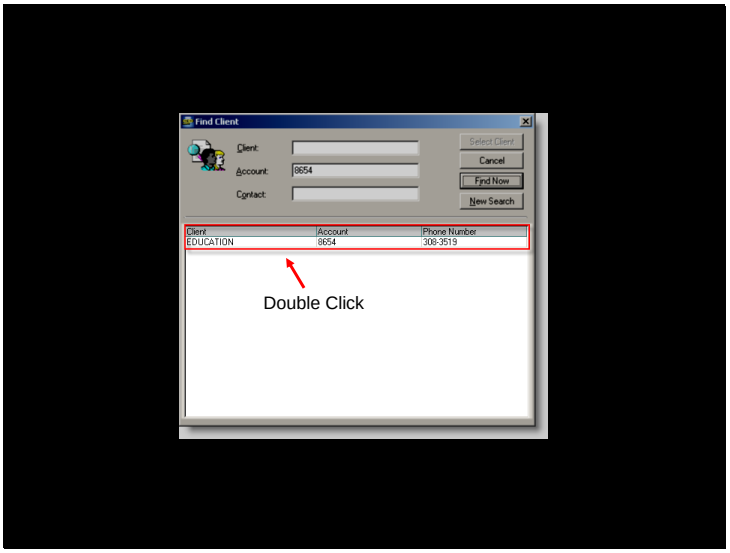
22.) Type in the Department Name under **<Client>** or the Department Number under **<Account>**.



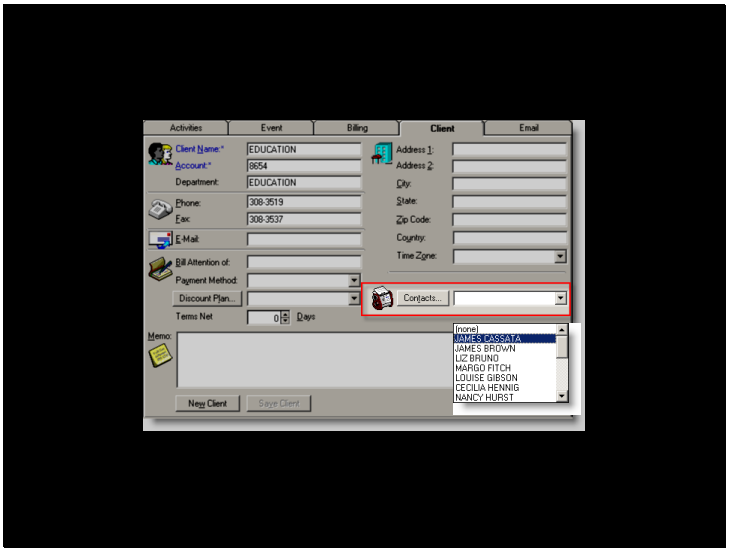
23.) Click **<Find Now>**.

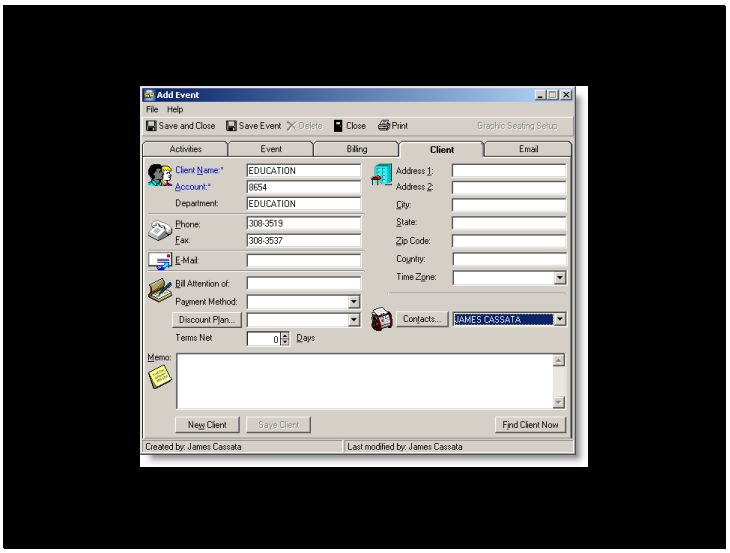


24.) Double click on the department.

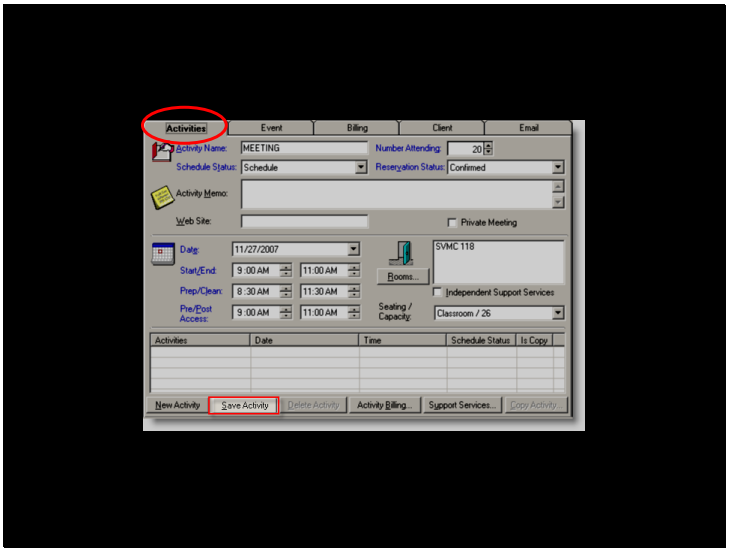


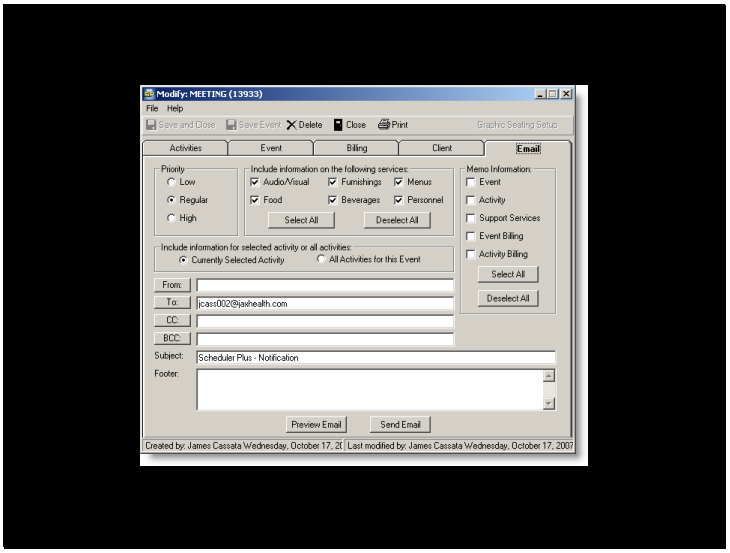
25.) Click on the **<Contacts>** drop down arrow to select a contact person. This is the person making the request.





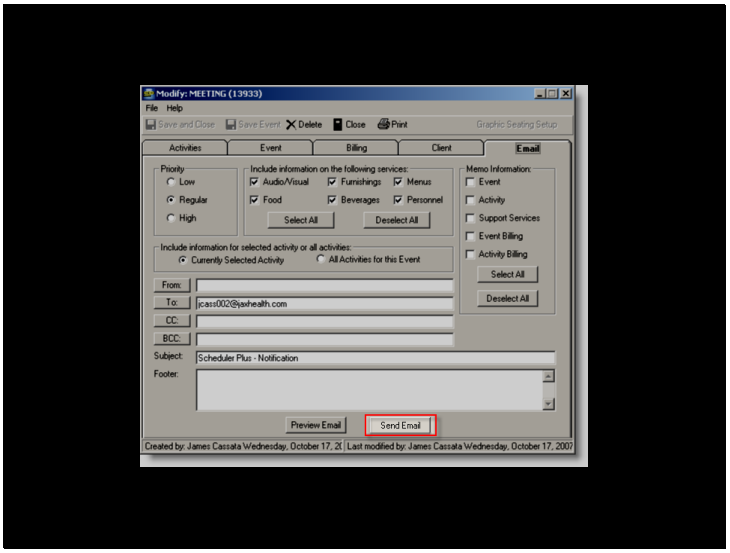
26.) Click the **<Activities>** Tab and select **<Save Activity>** on the bottom of the box.



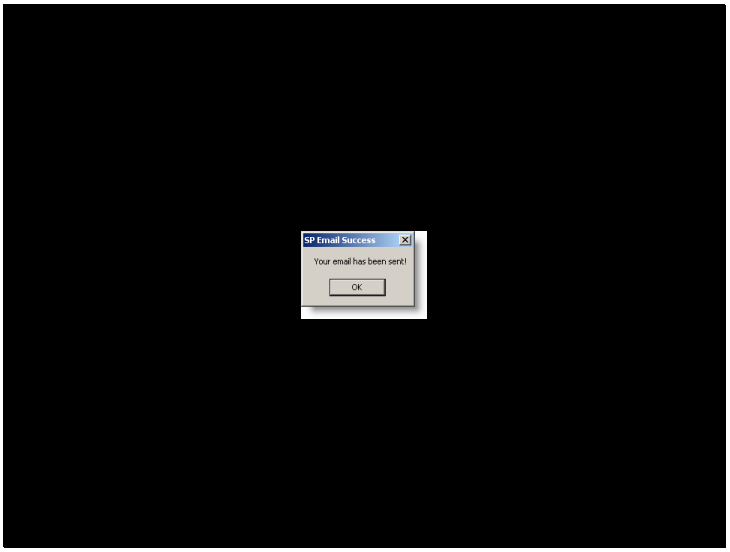


27.) After clicking on **<Save Activity>**, the system will automatically send you to the E-mail Tab.

28.) Click on the **<Send E-mail>** button on the bottom of the screen.

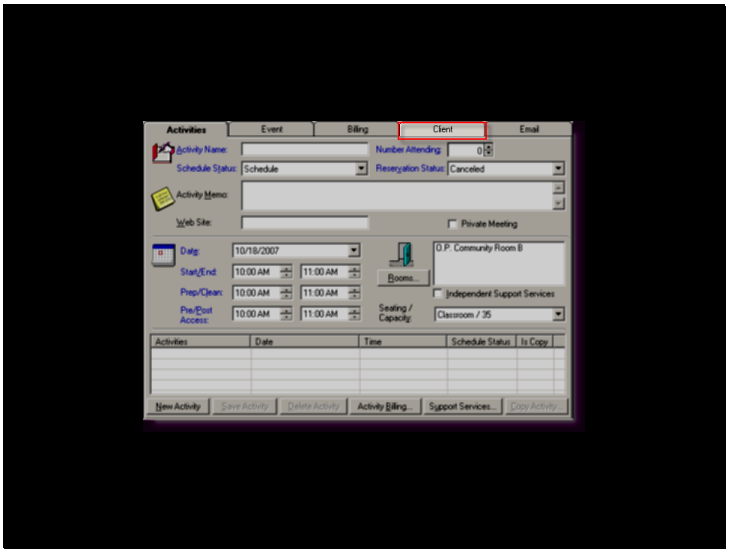


29.) After you email has been sent, this confirmation box will appear. Click **OK**. You are finished scheduling an event.

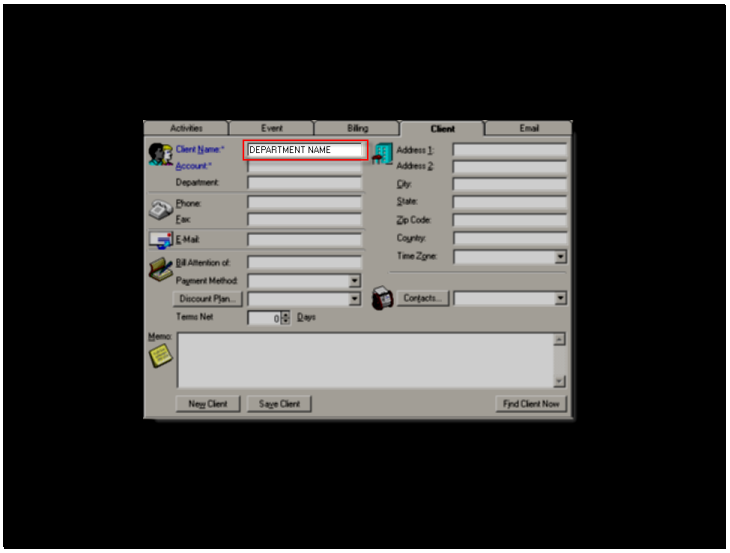


To add a **New Client** in CEO Scheduler:

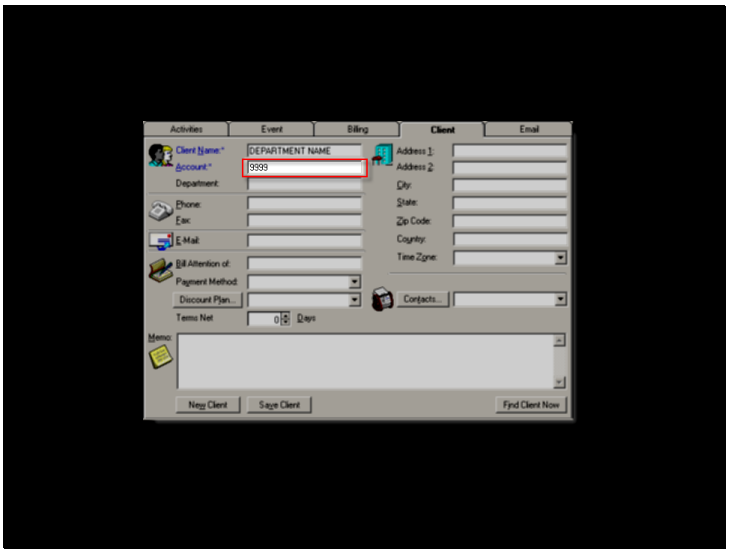
1.) Click on the **<Client>** tab on top of the screen.



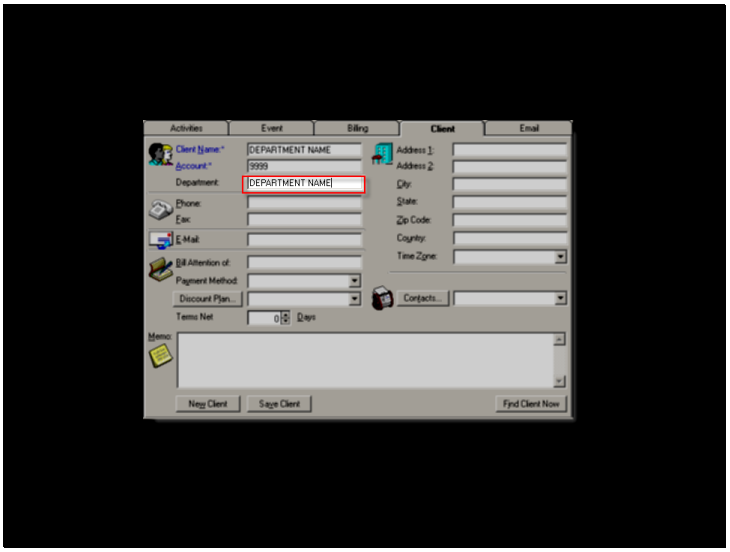
2.) Enter the department name in CAPS in the **<Client Name>** field.



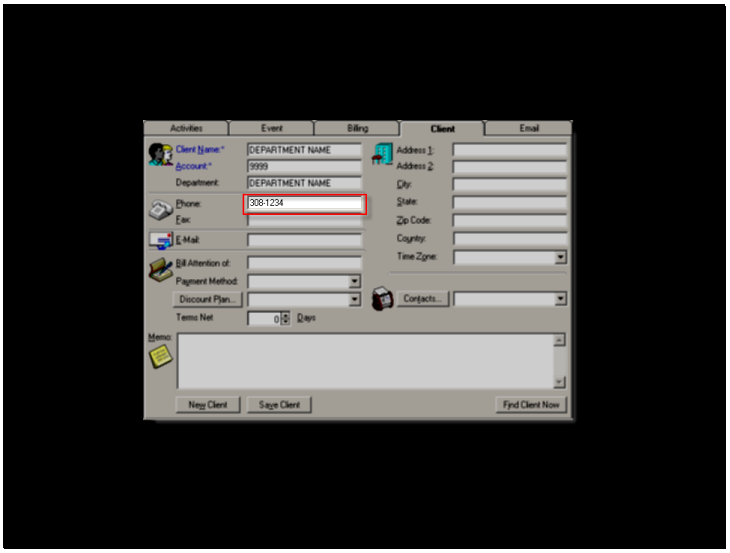
3.) Enter the department number in the **<Account>** field.



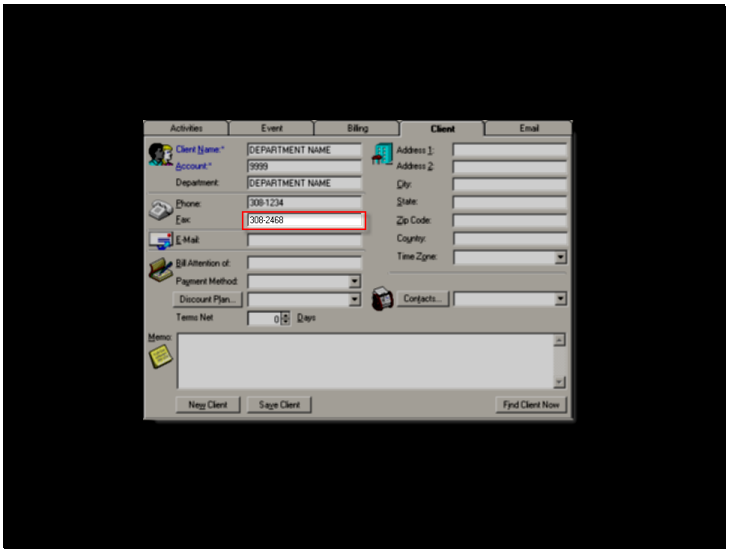
4.) Enter the department name again in the **<Department>** field.



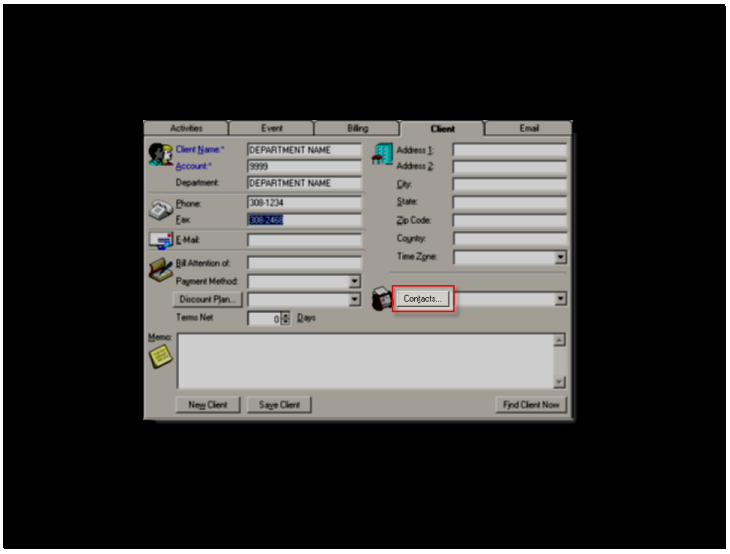
5.) Enter the department phone number in the **<Phone>** field.



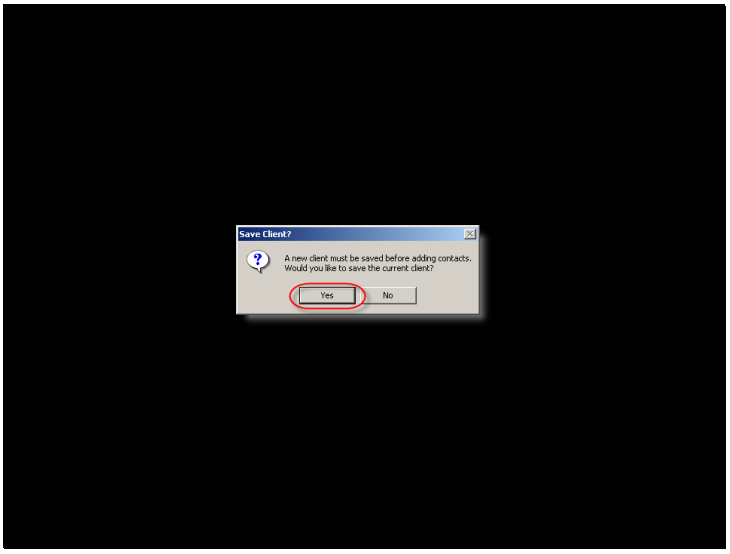
6.) Enter the department's fax number.



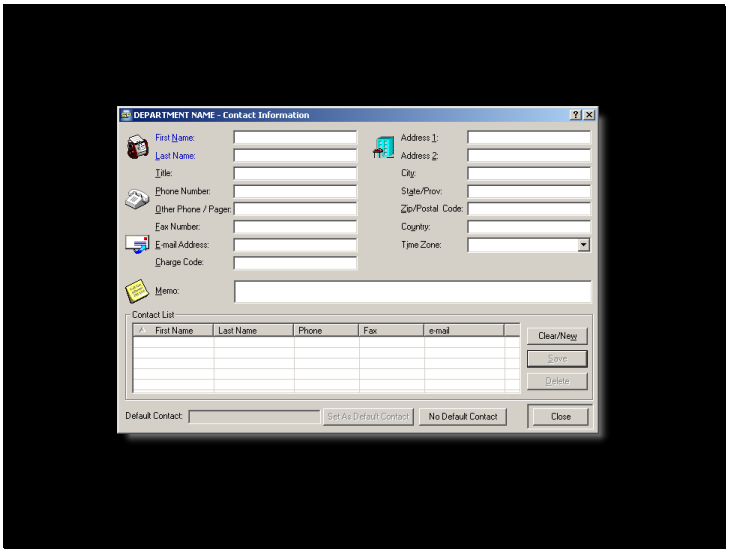
7.) Click on **<Contacts>**.



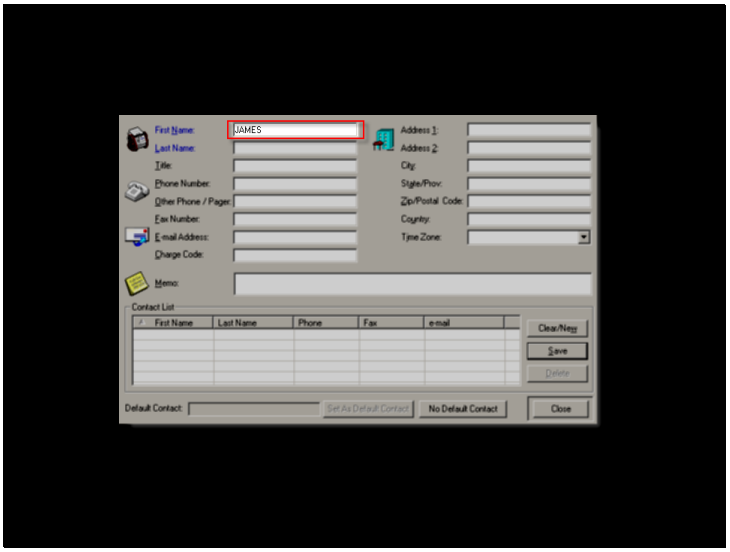
8.) When you click on **<Contacts>**, this box will appear. Click **Yes**.



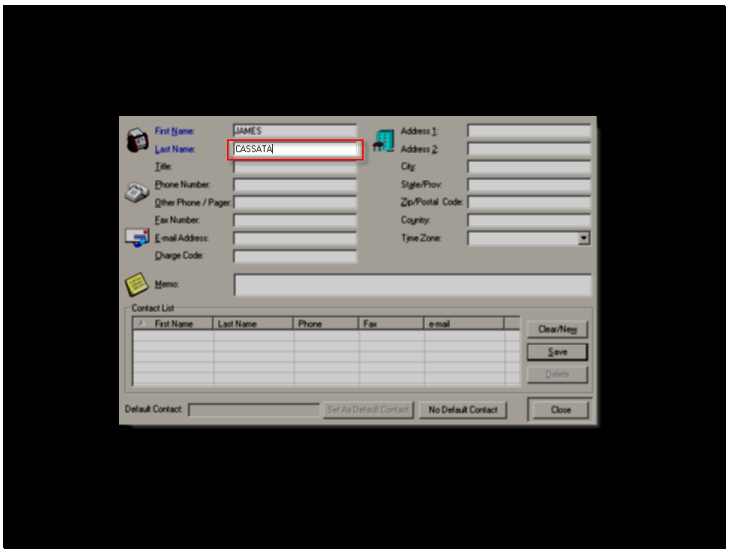
9.) The **<Department Name – Contact Information**> screen will appear.



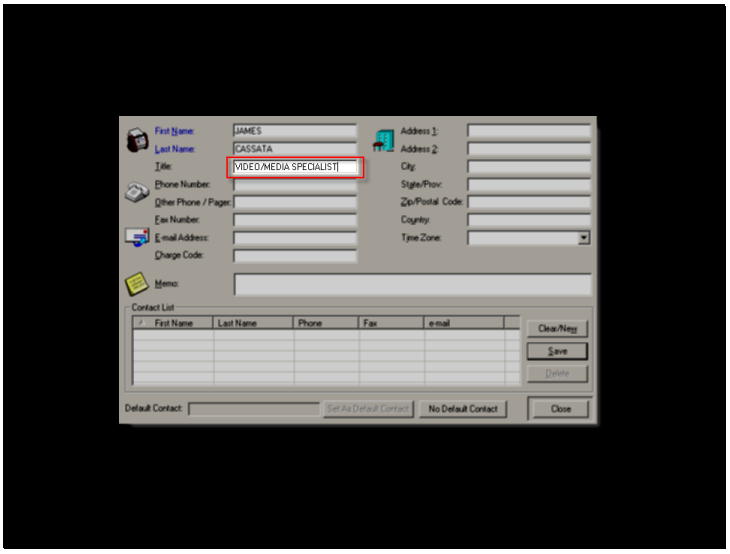
10.) Enter the contact's First Name in CAPS.



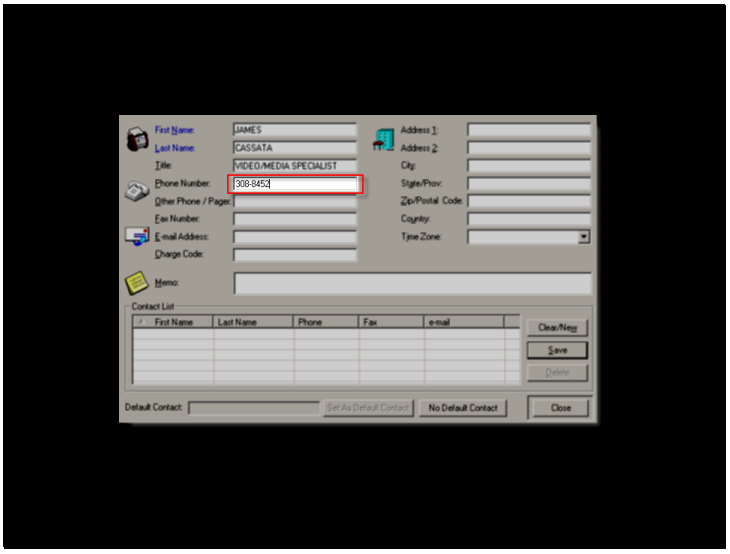
11.) Enter the Last Name.



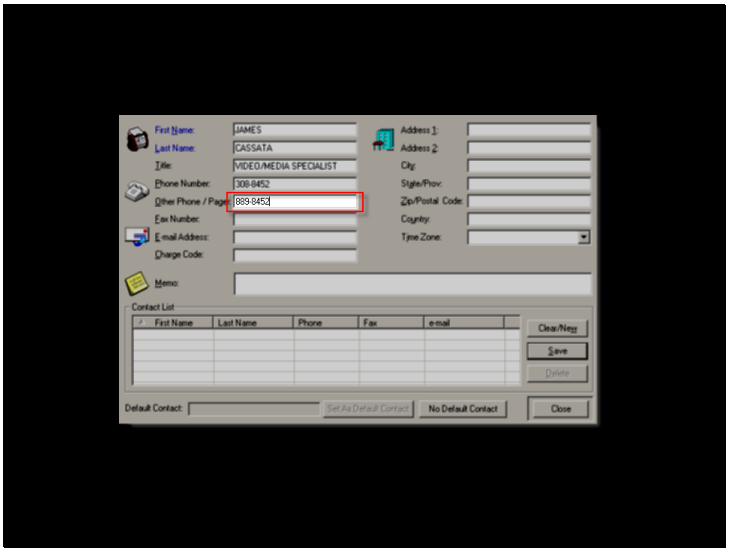
12.) Enter Job Title in the **<Title>** field.



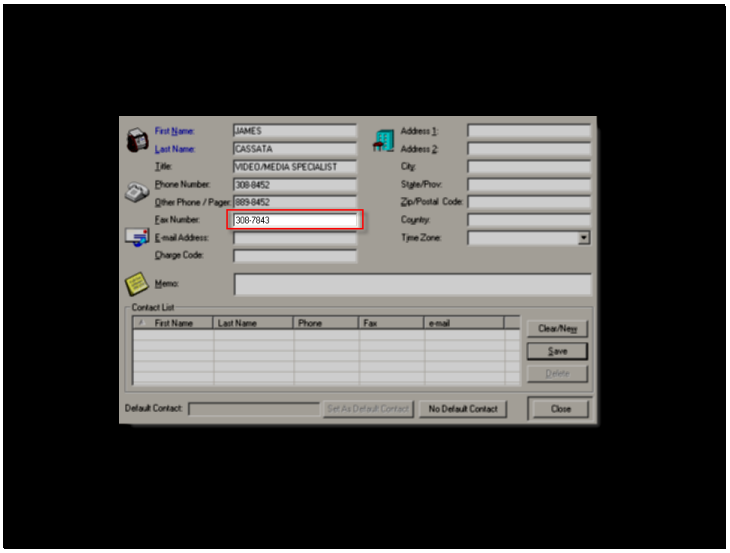
13.) Enter Contact's Phone Number.



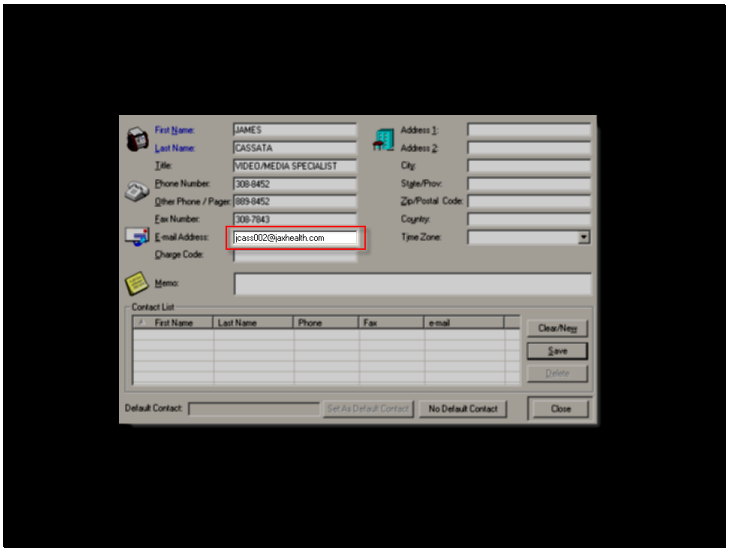
14.) Enter an alternate phone number, if available.



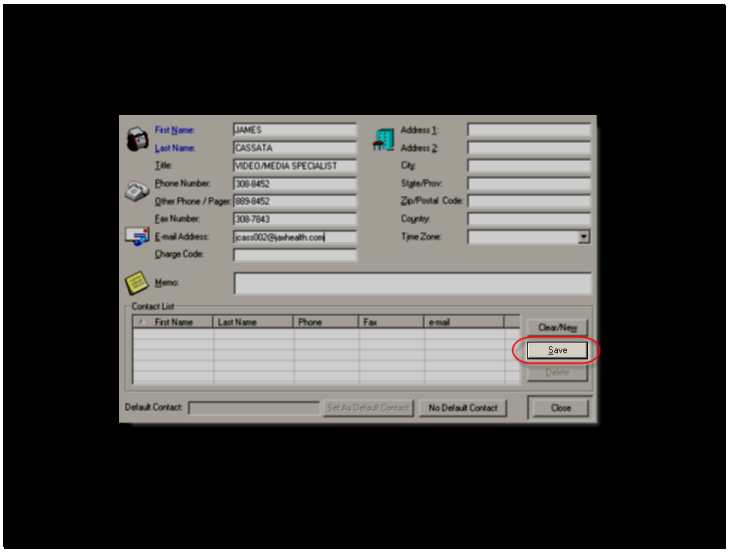
15.) Enter Contact's Fax Number.



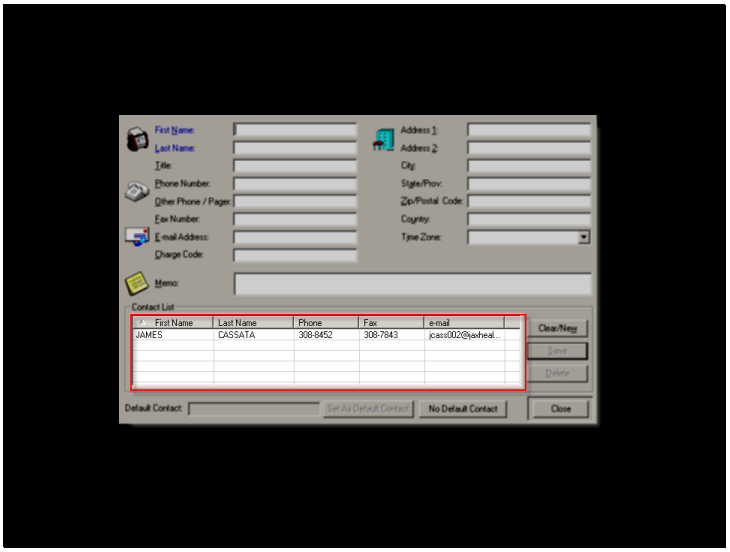
16.) Enter e-mail address in lower case.



17.) Click **Save**.

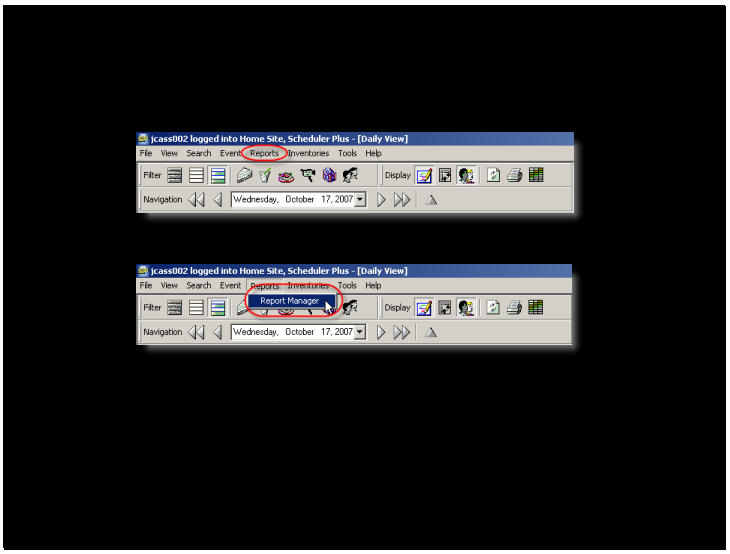


Information is displayed in **<Contact List>** fields.

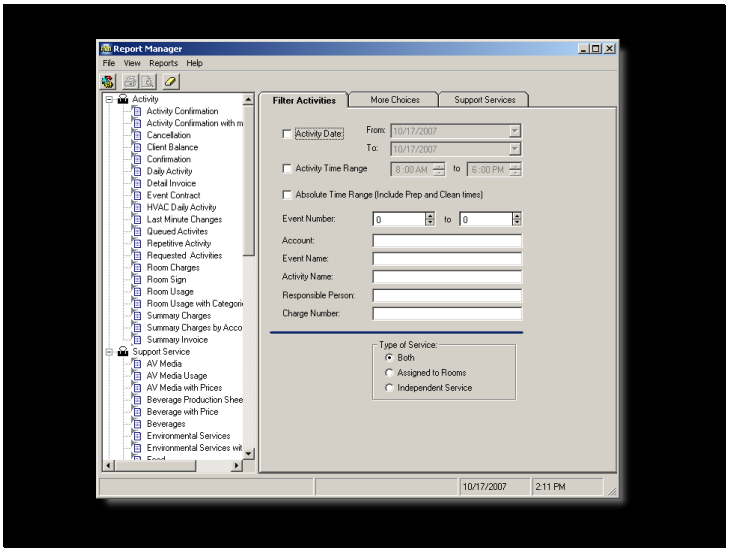


To **generate reports** in CEO Scheduler:

1.) Click **<Reports>** on the tool bar, then click on **<Report Manager>.**

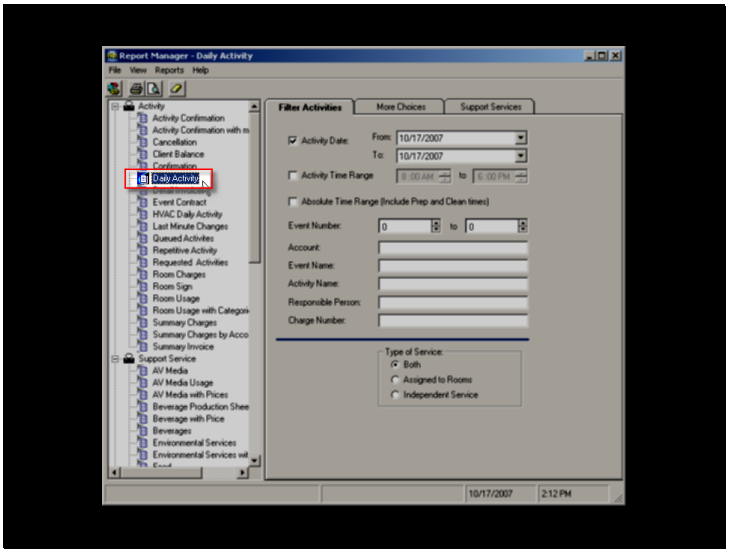

jcass002 logged into Home Site, Scheduler Plus - [Daily View]
File View Search Event Reports Inventories Tools Help
Filter
Display
Navigation
Wednesday, October 17, 2007
jcass002 logged into Home Site, Scheduler Plus - [Daily View]
File View Search Event Reports Inventories Tools Help
Report Manager
Filter
Display
Navigation
Wednesday, October 17, 2007

This screen is displayed.

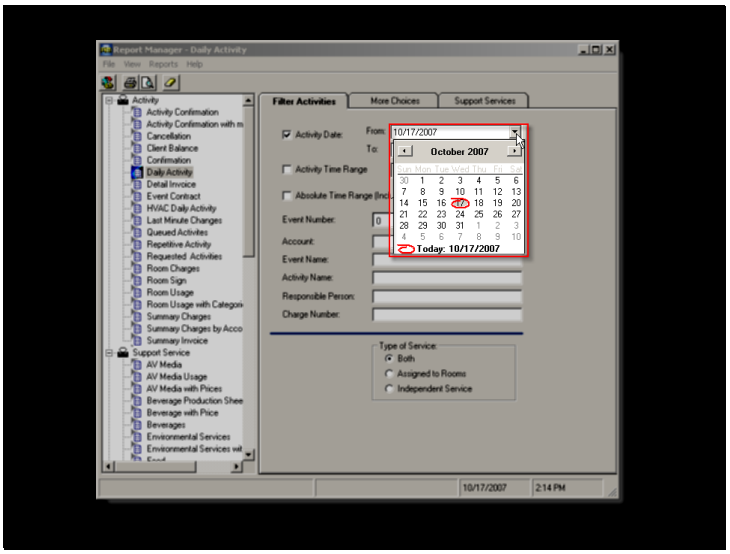


For **Top Sheet Report:**

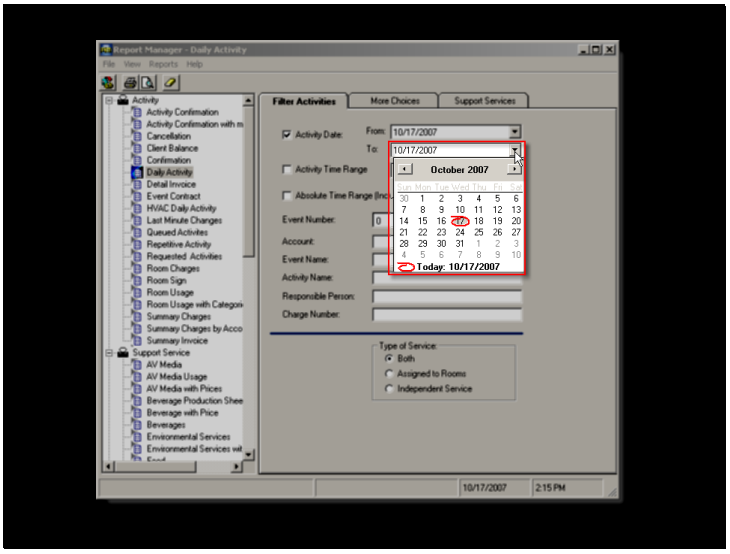
2.) Select **Daily Activity** under the Activity list.



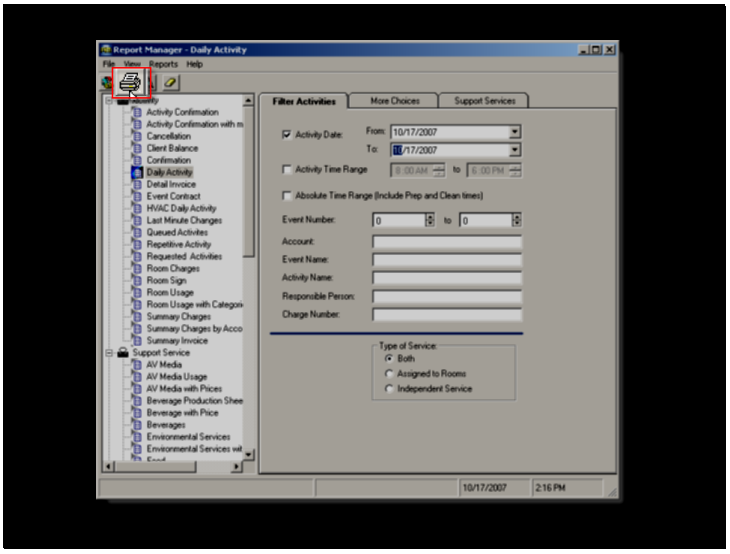
3.) Left click on the drop down arrow to choose date on the **<Filter Activities>** tab. You only need to change the top date. The bottom date will change automatically.



4.) Click on the required date.

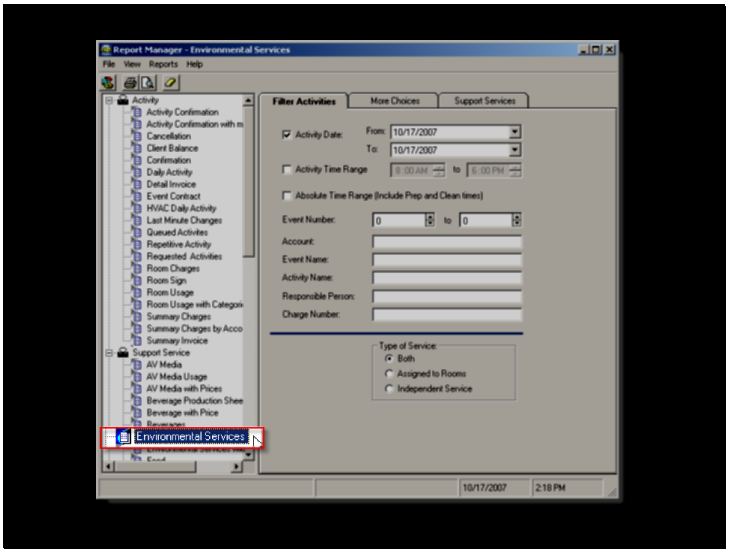


5.) Select **Print.**

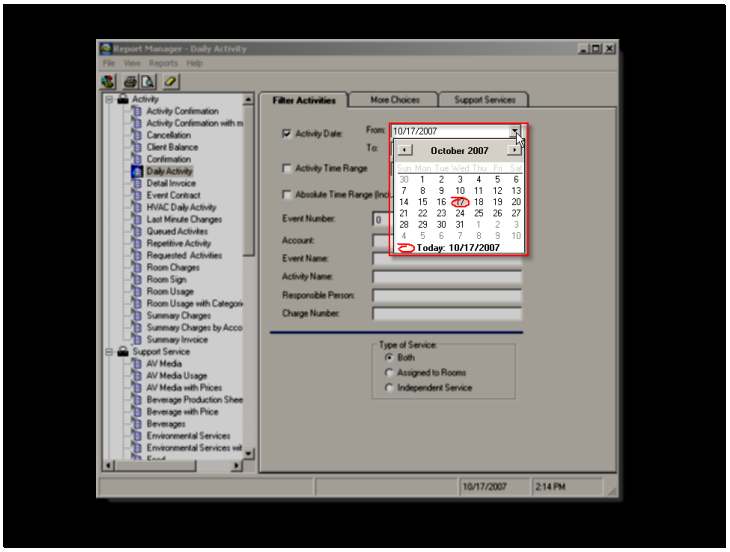


For **Bottom Sheet Report**:

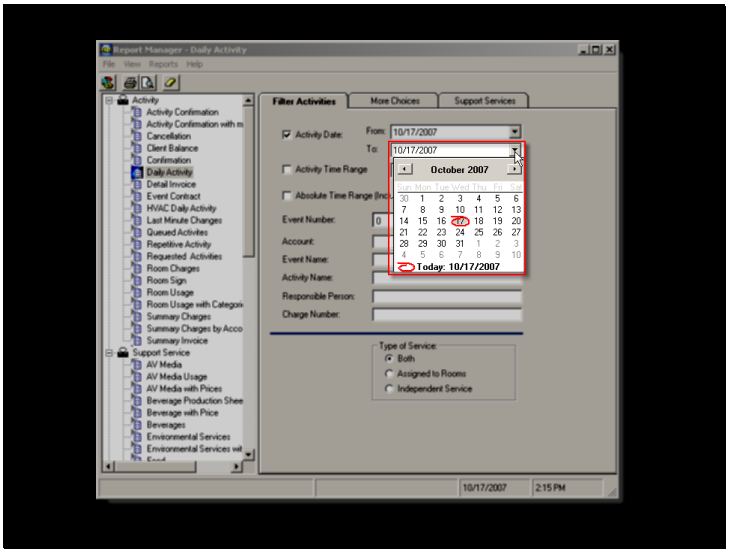
1.) Select **<Environmental Services>.**



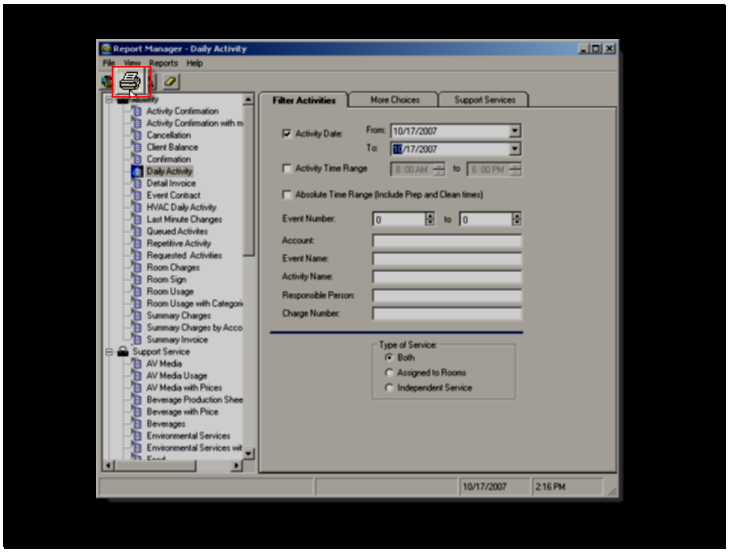
2.) To choose a date, left click on the drop down arrow. You only need to change the top date. The bottom date will change automatically.



3.) Click on the required date.

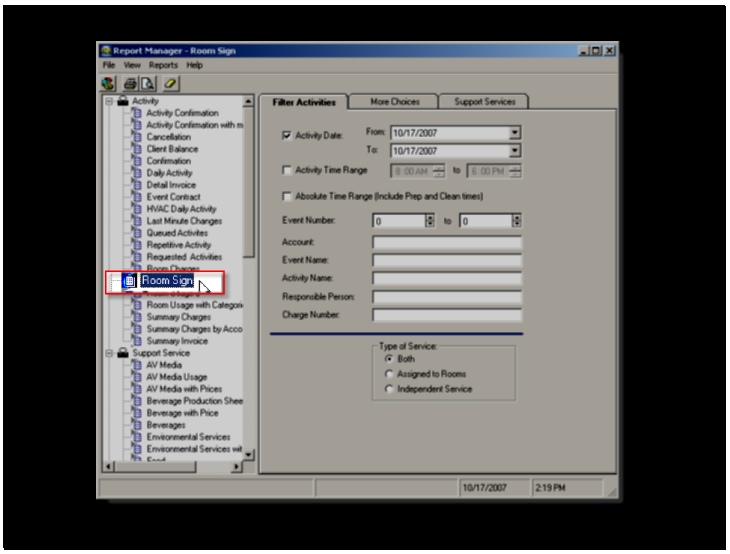


4.) Select **Print**.

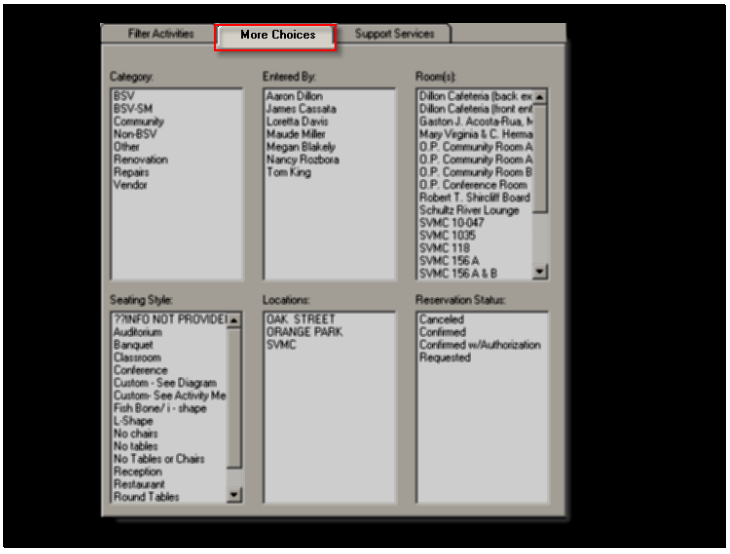


For **Room Signs:**

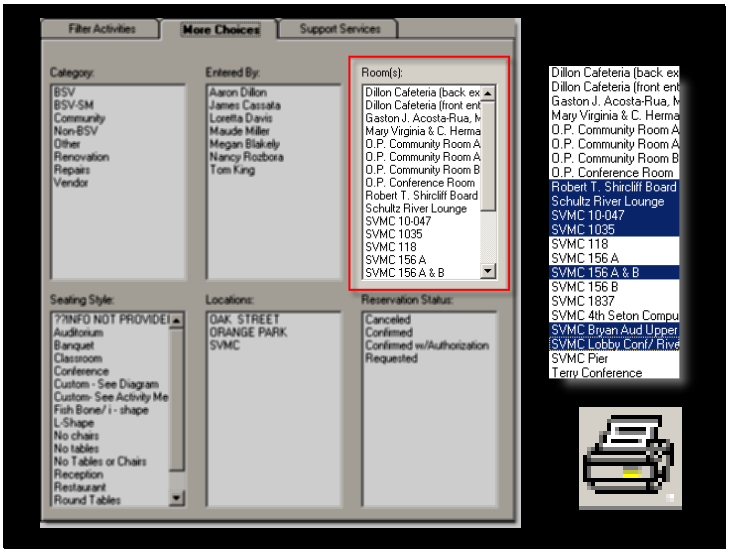
1. Select **<Room Sign>**.



2. Click on the **<More Choices>** tab on top of the screen



3. Under **<Room(s)>**, select a room and click on the print button.



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Formal Names of Conference/Meeting Rooms at St. Vincent's

Marcia C. Morales Conference Center (*in the Foundation area*)

Gaston J. Acosta-Rua, M.D. Conference Room (*within the Terry Conf. Center*)

Mary Virginia & C. Herman Terry Conference Center

Prime F. Osborn, III Conference Room (*in Administration*)

Bryan Auditorium – Donated by Mr. & Mrs. Jacob F. Bryan, III

Schultz River Lounge

Riverside Hospital Foundation Conference Room (*Lobby Conference Room*)

Conference Room 118 – Seton Hall Room 118

Conference Room 156-A & 156-B – Seton Hall 156 A & B

Robert T. Shircliff Board Room

Josephine Bryan Breast Health Center

Mike Davidson Family Overnight Guest Suites

Rice Cardiovascular Suites

Martin E. Stein Diagnostic Testing Center

Subject:	SCHEDULING OF MEETING ROOMS AND CATERING REQUESTS	10.14
Page: 1 of 4		

Original Date:	August, 1985	**References:**	
Present Date:	July, 2006		
Review Date:	July, 2008	**Supercedes:**	BSV: 2.3 SVMC: 13-004
Applicable: SVHS & Affiliated Companies	___	**SVMC** ✔	**SCLM** ___
Approval:			

POLICY

Meeting rooms and support services at St. Vincent's Medical Center will be scheduled utilizing a centralized process and supported by staff from Environmental Services, Food and Nutrition, and Educational Development Technical Services. Meeting rooms are available 24 hours a day. Event services support is routinely available from 7:00 am - 5:00 pm, Monday - Friday and upon request before 7 am and after 5 pm or on weekends, scheduled in advance or if available.

PURPOSE

To provide a standardized process for reservation of meeting rooms and to ensure needed accommodations for the event, including room set-up, catering and media services.

PROCEDURE

I. Requester Will

A. Contact the Room Scheduler at 308-8452 to request a room and arrange for support services. Rooms and support services should be scheduled at least 48 hours in advance. Requests with less than 24 hour notice will be accommodated if at all possible but cannot be guaranteed.

B. Provide the following information to the Educational Development Room Scheduler:

1. Name of the contact person including telephone/ fax numbers
2. Activity Name
3. Date of Event
4. Number Attending Event

5. Desired Room
6. Seating Capacity - setup such as round, classroom, square, L shape etc.
7. Seating Memo - Special Requirements for additional tables and chairs.
8. Audiovisual/Media Equipment (if required)
9. If food/beverages are needed, customer will be referred to Food & Nutrition for menu selection and confirmation at 308-8532. Please note that requests for refreshments require notice of 3 working days.
10. The Meeting Meal and Catering Request Form is available on the common drive: l:\common\food_nutr\mtg_food.wpd.

C. Report any scheduling discrepancies to the Room Scheduler immediately upon receipt of confirmation, and report any changes or cancellations immediately. The room scheduler will cancel all services for meeting upon notification.

Cancellation of a meeting is required prior to the event. Call the Room Scheduler at 308-8452.

D. Use only the room that has been designated by the Room Scheduler. Requestor may not switch to another room which may appear empty, without approval.

E. Requester should contact Environmental Services for assistance if room is not properly set up.

F. Ensure that the meeting begins and ends on time.

G. Leave the room clean and orderly at the conclusion of the meeting by:

1. Disposing of food and trash.
2. Remove all materials.
3. Turning off all lights, unplugging electrical equipment.

II. Room Scheduler Will

A. Work with the requestor to locate an available meeting room and support services.

B. Enter room reservation data, set-up style and requests for support services, into the room scheduling database.

C. E-mail or fax a confirmation to the requestor.

III. Event Services Team Members

A. Educational Development Room Scheduler: schedule/cancel rooms

B. Environmental Services Technician: set up and clean rooms

Note: A minimum of sixty (60) minutes is required between set ups to accomplish the above tasks, longer if round tables are used.

C. Educational Development Audiovisual/Media Technician: set up high tech audiovisual/media equipment (ex. data and video projector, laptop computer)

support special audiovisual requests

D. Food and Nutrition Representative: deliver/pickup food

IV. Guidelines for Meeting Room Usage

A. Meeting rooms are limited to St. Vincent's Health System activities, health-related community programs and civic meetings approved by Administration.

B. Requesting department is responsible for the rental cost of special supplies and equipment not in stock within St. Vincent's that may be required for the meeting (e.g. special data projection equipment, etc.). Event Service Technician will make arrangements for equipment and assure it is in working order for meeting.

C. Requestor must follow the Food & Nutrition policy number 2.3 for requesting food for the meeting and must have a Director's and/or Vice President's signature per policy.

D. Outside agencies reserving meeting space may be charged a minimum of $100 per day for the auditorium or $50 per day for classrooms (this charge is in addition to any equipment rental fees).

E. Every effort will be made to accommodate support requests outside the routine hours of operation. If services will include overtime for staff, requestor will be given the salary costs for support and the option of paying that cost or rescheduling the meeting.

F. Drug companies and/or equipment vendors who partially underwrite the cost of seminars will be allowed to display their products in areas designated by Educational Development only if the display is to apprise attendees of products on the market and there is no open solicitation for the sale of these products.

V. Guidelines for Bryan Auditorium Usage

A. Drinks may be taken inside the Bryan Auditorium.

B. Restricted food service, i.e., coffee, cold drinks, cookies, finger foods, etc. is allowed in the hallway outside Bryan auditorium.

C. Although a group may request the auditorium, the Room Scheduler reserves the right to book the meeting into an alternative room which is more compatible with the size and purpose of the requesting group (i.e. Large groups will be assigned to classrooms and small groups assigned to smaller areas).

D. Outside agencies and private corporations using the auditorium or meeting rooms must adhere to this policy for all programs held at any of our facilities. They will assume liability for any damage to rooms or equipment that occurs during their meeting.

A/V Check in Checkout Procedure

Effective July 9, 2007

- Clients will continue to request A/V equipment through the Room Scheduler, via intranet form.
- Client will make arrangements through James Cassata to pick up the equipment between the hours of 0800 – 1000 and 1400 – 1600 Monday thru Friday.
- Clients will come to Seton Hall Room 134 to sign the equipment in & out.
- For meetings that start before 0800 or after 1600, clients will then have to make arrangements to up equipment between the hours of 1400 – 1600; they will then take the equipment to a secure locked location and will be responsible for the equipment until it is checked back in.

It is our goal to provide you with the best A/V support as possible in short of to the recourses we have. We apologize for any inconvenience this may cause you in our transition to provide better service to the Health Care System.

For questions and concerns please contact _____ @ x-8452

St. Vincent's Room Request
Client Information Form

Department Name _____

Department Number _____

Department Phone # _____

Department Fax # _____

Clients First Name _____

Clients Last Name _____

Clients Job Title _____

Clients Phone # _____

Clients Pager/Cell _____

Clients Fax # _____

Clients Email address _____

Please Fax to _____ 308-7843

Rev. 1/07

ROOM & AV EQUIPMENT REQUEST

For Educational Department Use Only
Account # _____
Event I.D. _____
Created by _____

Event Title [PLEASE PRINT]

Person Making Request [PLEASE PRINT] | Phone Number | Department #

Signature | Date

Will Food & Nutritional Services be catering this event? ☐Yes ☐No (Send catering requests to Food & Nutritional Services.)

Event Date	Start and End Time	Group Size	Room Requested	Room Assigned

Requested Room Setup

☐ Conference (1047, Shircliff, Lobby Conference Room)
☐ Classroom (156AB, 156A, 156B, 118, River Lounge)
☐ U-shape (118, 156AB, 156A, 156B, River Lounge, Terry Room A)
☐ Auditorium (Bryan, Terry Conference, 156AB)
☐ Special Request _____

Audiovisual Equipment

☐ Data Projector
☐ Laptop
☐ TV/VCR
☐ Flipchart Easel Stand and Pad
☐ Whiteboard
☐ Overhead
☐ 35 mm Slide Projector
☐ Tape Recorder
☐ X-Ray View Box
☐ Laser Pointer
☐ Podium
☐ Podium with Microphone
☐ Microphone/Lapel
☐ Microphone/Table
☐ Other _____

For questions, call 308-8452. Please make request at least two weeks in advance and give 48 hours notice if you cancel event or change the number of participants. *By making this request, the requestor agrees to vacate the room at the specified time, leave the room clean and neat (pick up trash and any unused handouts; clean up spills or food from table surfaces; return all tables and chairs to their previous placement.)*

Keep a copy of request & send or FAX to:
James Cassata, 134 Seton Hall
FAX 308-7843

Room & A/V Change/Cancellation

Name of Meeting Date

Date of Meeting

Event I.D. #

Person Requesting the Change

Contact Phone #

Room & A/V Equipment Cancellation

Please Cancel my Room Reservation

Please Cancel my A/V Reservation

Date Change of Meeting

Change Date To

Room Reservation

Room will stay the same Change room to

Time will stay the same Change time to: Start End

Room Change Request

Current Room Change to

Room Setup Change

Current Setup Change to

St. Vincent's Health Care

A/V Equipment Checkout/Check in

Name (Print)	Associate #	Department #	Phone Ext.

I understand that the A/V equipment I am checking out is fragile and costly. I assume responsibility for it until I check it back in to an Educational Development Associate. I understand that if the equipment is lost, stolen, or broken while under my care, my department will be responsible for its repair or replacement. I have reviewed how to properly setup and shutdown the AV equipment I am checking out. I understand that equipment checked out will be returned promptly at the requested time. If I can't return before 4:30 pm, I will lock equipment in a secure area and will return it first thing on the next business day.

Signature	Date

Education Staff Only

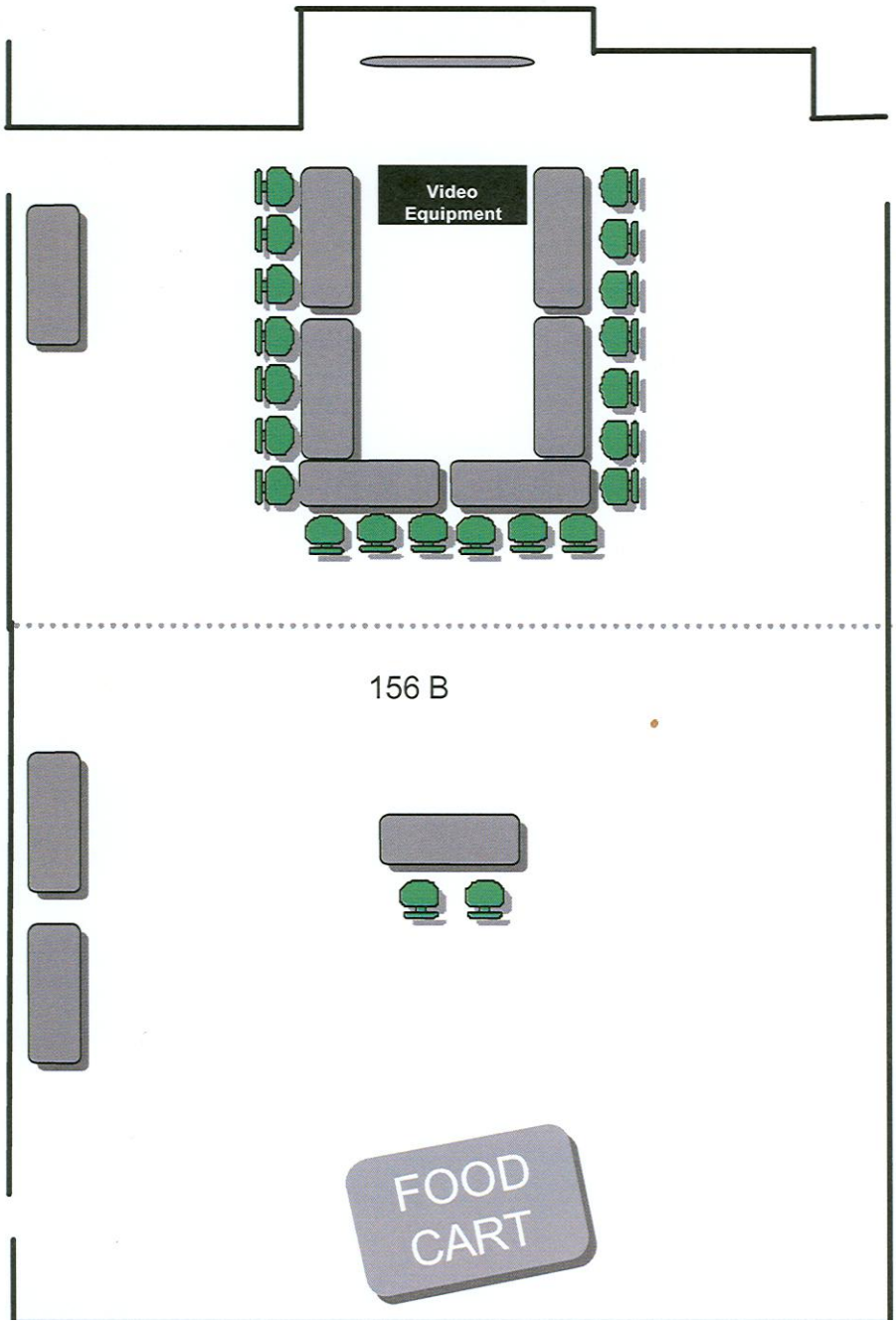
Item	Equipment - Cart # - Stock#	Location of Use	Date	Start Time	End Time
1					
2					
3					
4					
5					

Date/Time Checked out	Staff Initials (checked out)	Date/Time Checked In	Staff Initials (checked In)

Notes:

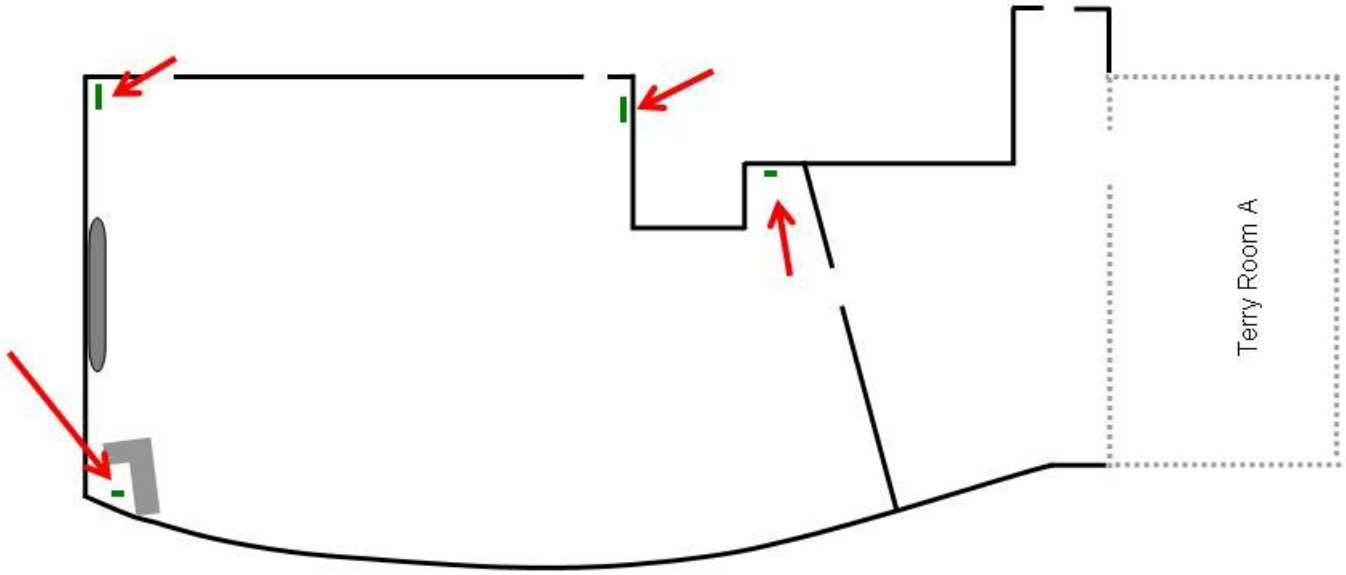
Nursing Orientation
(Tuesday & Wednesday)
156 A&B

U-Shape set-up for 10-30 participants



TERRY CONFERENCE ROOM SET UP

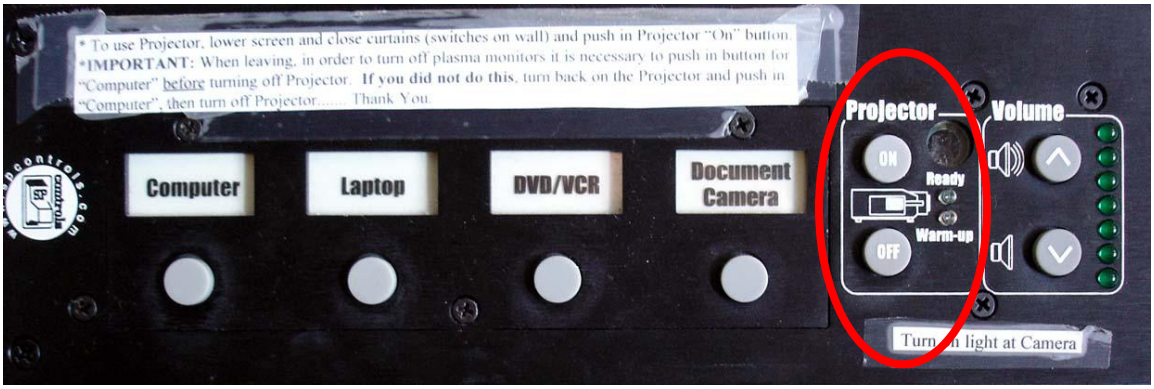
1. Turn on Lights:
   There are 4 panels located throughout the room.



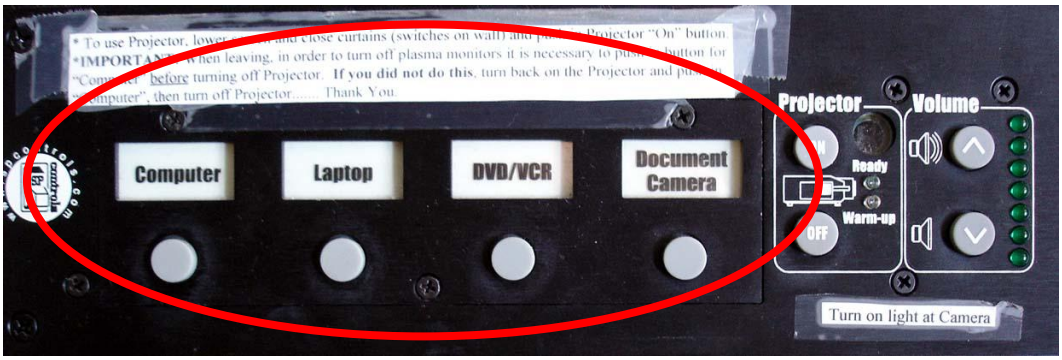
2. Push **DOWN** button on projector screen panel to lower the screen

3. To close or open curtains press **Open** or **Close** on the curtain panel.

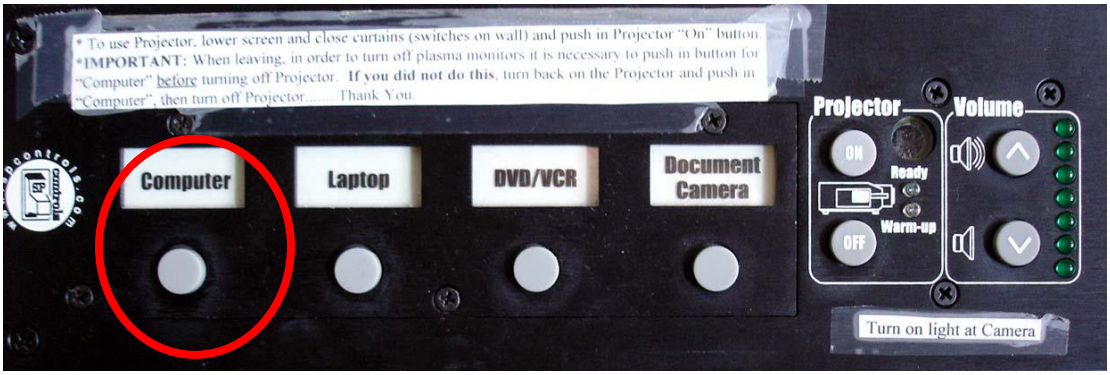
4. Press the **ON** button on the projector panel. It will take a few seconds to warm up.


* To use Projector, lower screen and close curtains (switches on wall) and push in Projector "On" button.
*IMPORTANT: When leaving, in order to turn off plasma monitors it is necessary to push in button for "Computer" before turning off Projector. If you did not do this, turn back on the Projector and push in "Computer", then turn off Projector..... Thank You.
Computer
Laptop
DVD/VCR
Document Camera
Projector
Volume
ON
Ready
Warm-up
OFF
light at Camera

5. After the **Green Ready** light has turned on, select the appropriate input on the projector panel. For PC select **COMPUTER**, for laptop select **LAPTOP** and so on.



6. To use the Stationed computer make sure **COMPUTER** is selected on the projector panel and press the power button on the **PC**. Follow the steps to login into the computer. The user name and password are labeled on the top of the computer screen.


* To use Projector, lower screen and close curtains (switches on wall) and push in Projector "On" button.
*IMPORTANT: When leaving, in order to turn off plasma monitors it is necessary to push in button for "Computer" before turning off Projector. If you did not do this, turn back on the Projector and push in "Computer", then turn off Projector..... Thank You.
Computer
Laptop
DVD/VCR
Document Camera
Projector
Volume
ON
Ready
Warm-up
OFF
Turn on light at Camera

7. To use a laptop press the **LAPTOP** selection on the projector panel. Connect the VGA cable located in the middle of the podium to the video output on the laptop. Sync your laptop to the projector.

8. To play a video, select **VIDEO/DVD** on the projector panel and turn on the video player. To play a DVD, select **DVD** on the video unit. To play a VHS tape, select **VCR** on the video unit. To adjust the volume, press the **UP** or **DOWN** button located to the right on the projector panel.

9. To use the document camera, select **DOCUMENT CAMERA** on the projector panel. Turn the document camera on by pressing the **ON** button located at the back of the unit.

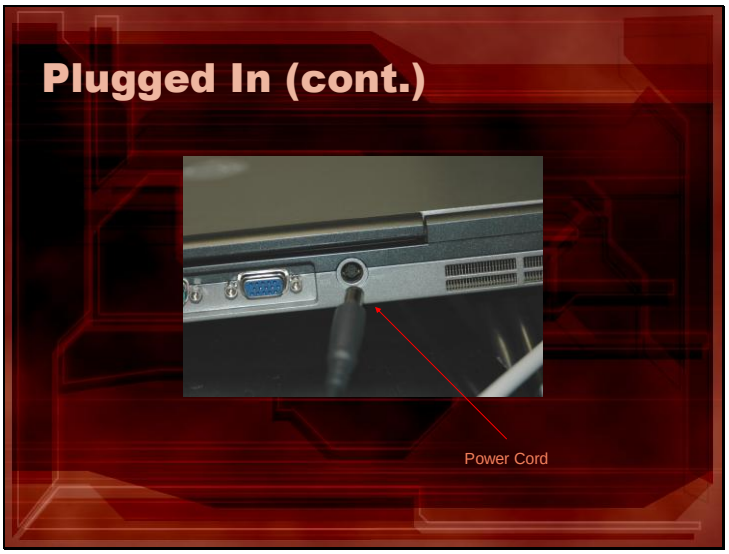
10. The plasma screen should always be left in the on position. When everything is turned off, the screens will automatically go to standby mode. However, if they are turned off, they can be turned on by pressing the power button located at the bottom right side of the unit.

11. **Audio amplifier**: Please do not touch the amplifier controls. The volumes have been preset, but if you need to adjust the audio levels please contact an Education staff member.

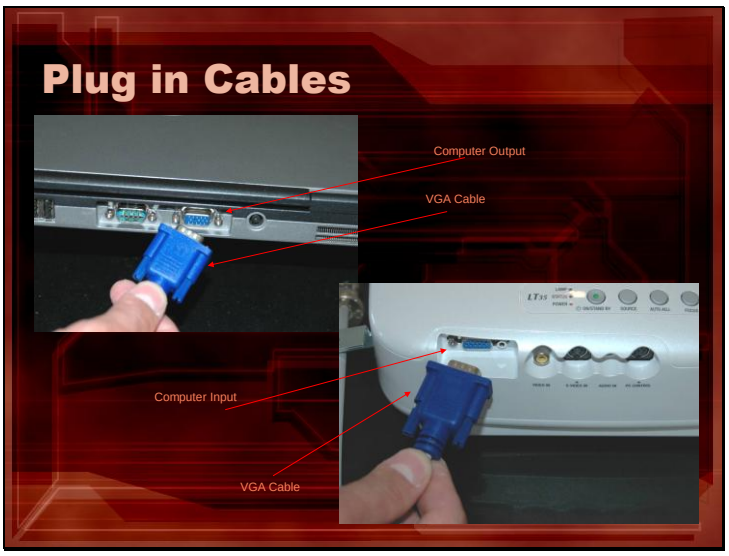
12. To use the **podium fixed mic**, press the grey power button at the base of the mic. To use the **lapel mic**, press and hold the power button until the mic turns on. Repeat to turn mic off. To use the **wireless handheld mic**, press and hold the power button located at the bottom of the mic until the mic turns on. Repeat to turn off.

DATA PROJECTOR AND LAPTOP SETUP

1.) Make sure laptop and projector power cords are plugged into power strip, then plug main power cord to wall outlet.

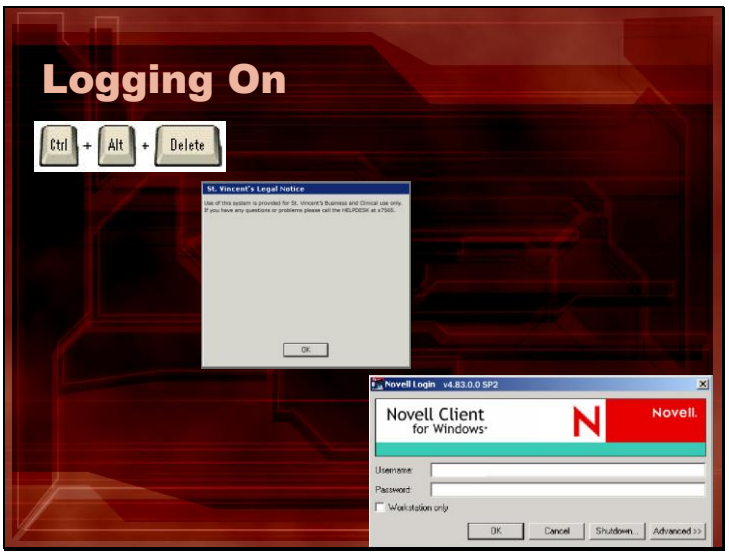


It is important that the laptop's power cord is plugged into the back of the laptop. **Never rely on the laptop's battery.**

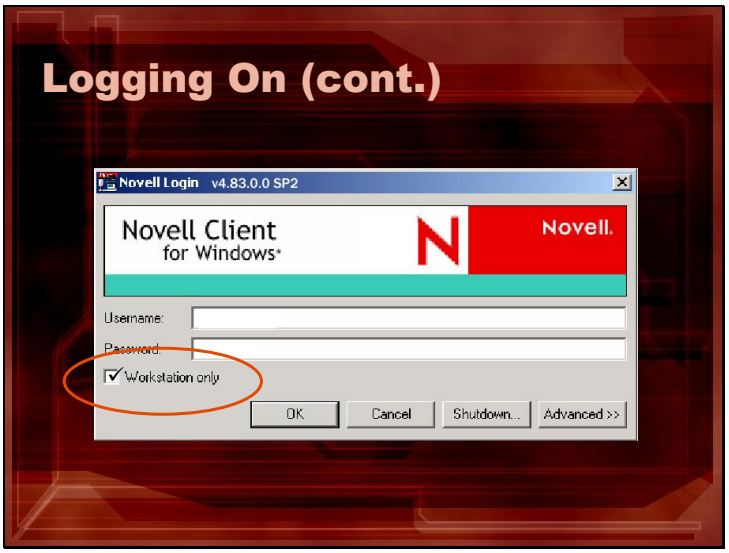


2. Plug blue or black VGA cable from laptop's computer output to projector's computer input.

3. Turn projector on first. It will take a few moments for it to warm up. Once you see the blue screen, turn the laptop on. *Note:* the laptop's image may only be on the projector, laptop, or on both during the login process.

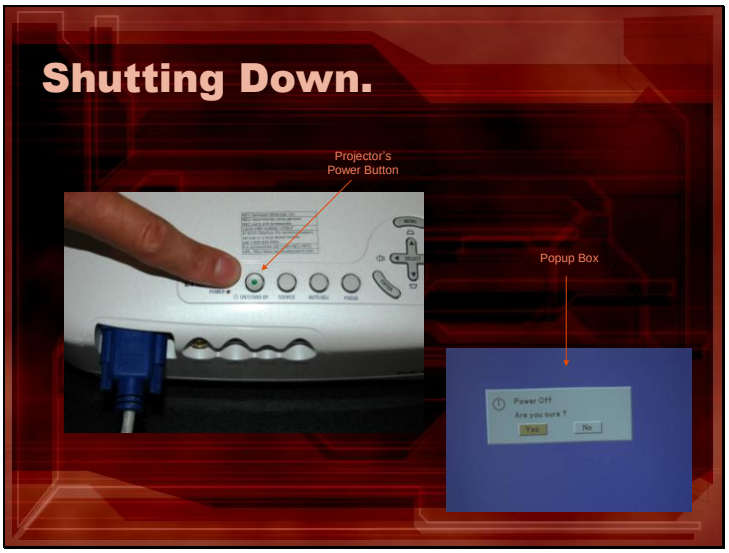


4. Proceed to log in onto the laptop.

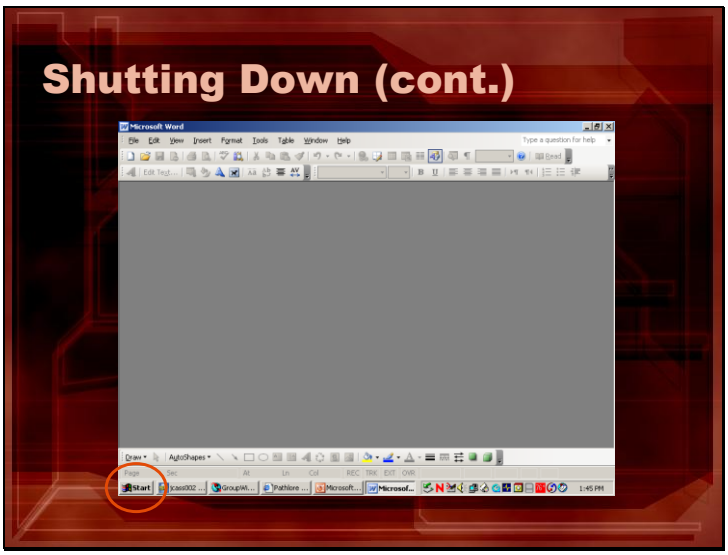


5. If there is no need to log in to the network, make sure the **Workstation only** box is *checked* **<u>before</u>** typing in the user name and password. If you are attempting to log in to the network, make sure the **Workstation only** box is *unchecked*.

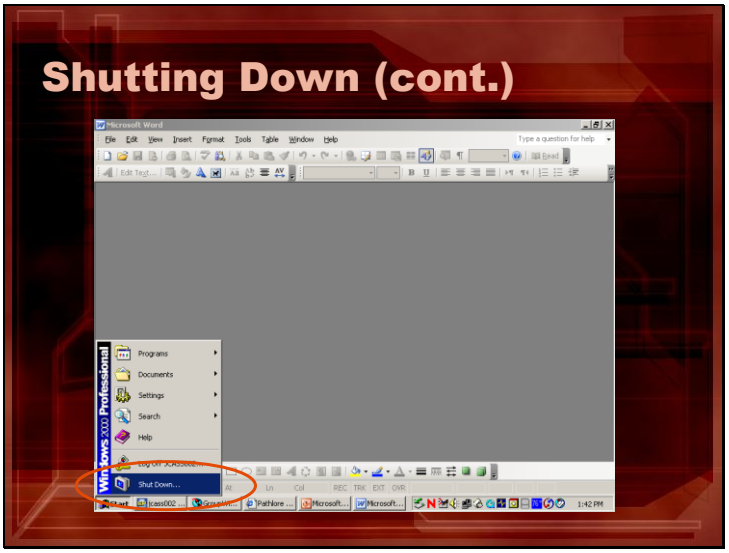
Proceed to log in onto the laptop by typing in the user name and password, located on the laptop's keyboard. Keep in mind passwords are case sensitive.



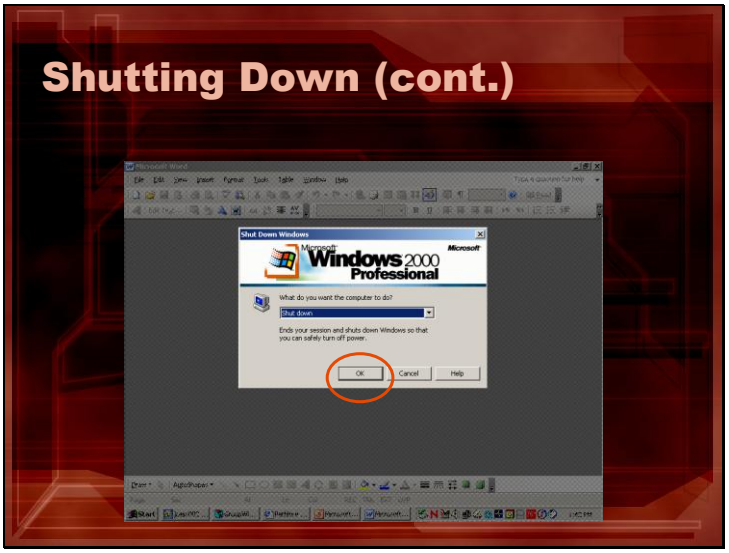
6. When finished, turn off projector by pressing the power button twice. Pressing the power button once will give you a popup box that will ask you if you're sure you want to power off. Press again to turn it off and allow fan to cool. *Please note*: Projector fan will only run for a few seconds and the projector will still be extremely hot.



7. Shut down laptop by clicking on the **Start** button.



8. **Shut Down**.

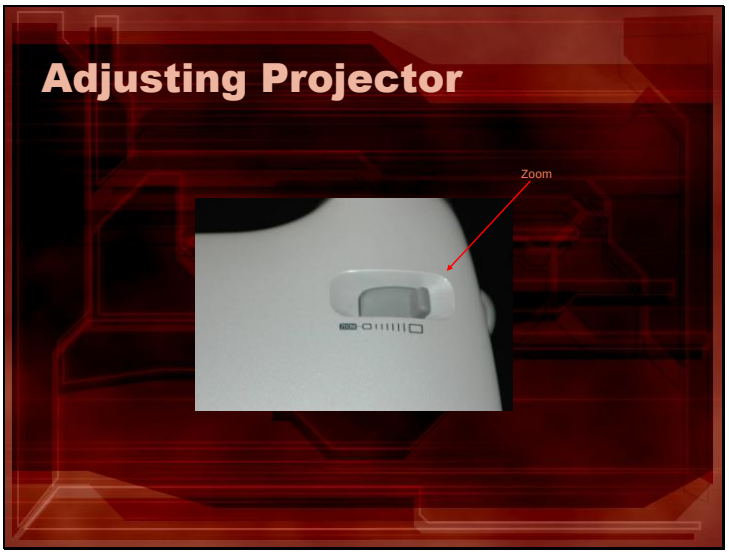

Shutting Down (cont.)
Shut Down Windows
Windows 2000 Professional
What do you want the computer to do?
Shut down
Ends your session and shuts down Windows so that you can safely turn off power.
OK
Cancel
Help

9. **OK**.

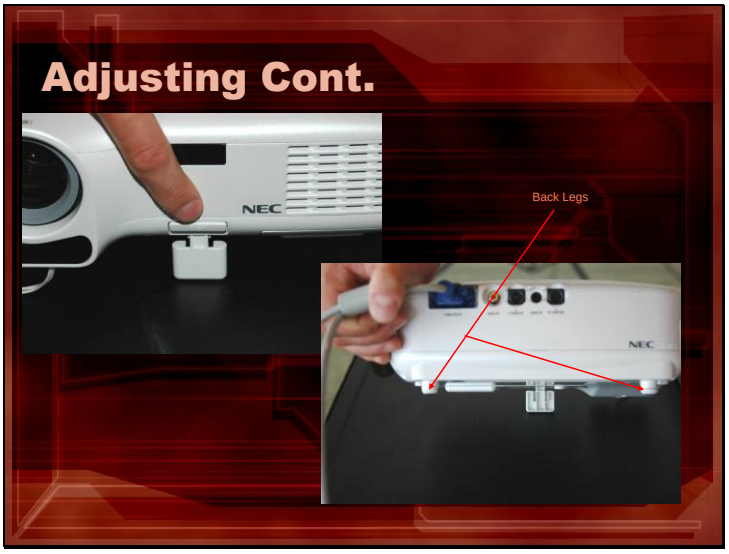
10. Unplug main power cord from the wall and replace power cord on cart.

11. Before transporting the projector, make sure all cables are clear of wheels. Push, do not pull. Be mindful that equipment is extremely hot and is very sensitive to bumps on the floor.

ADJUSTING AND TROUBLESHOOTING THE PROJECTOR

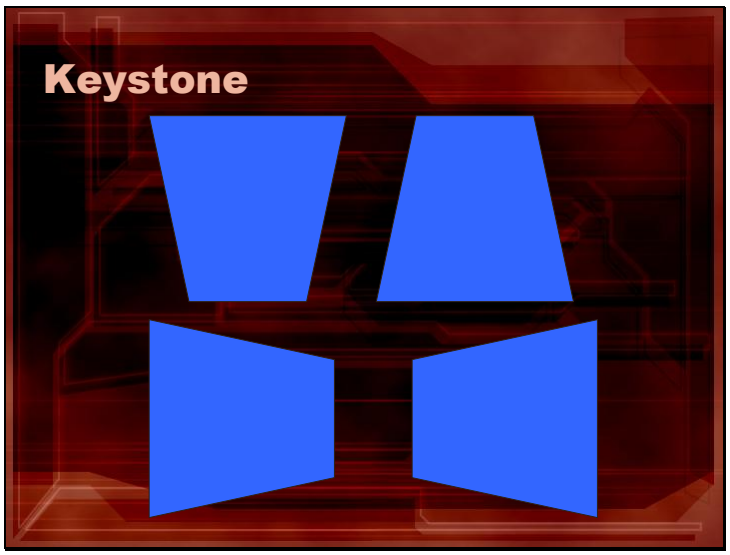


1. The projector is equipped with a manual zoom which is located at the top of the lens.

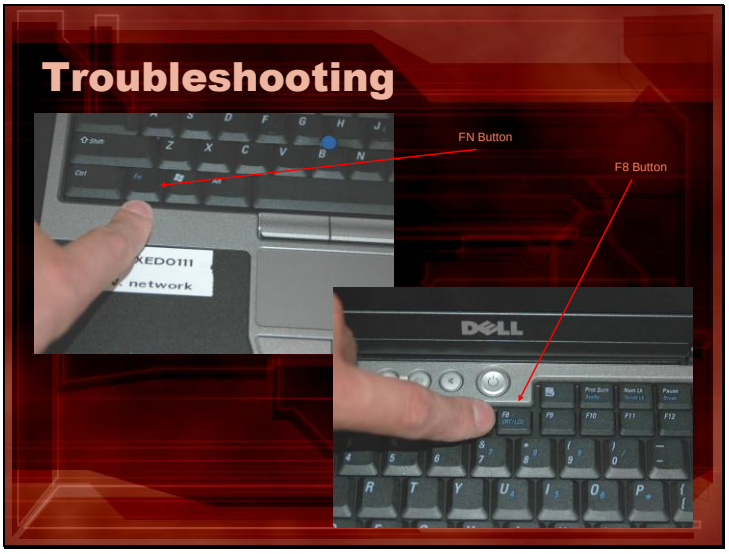


2. To adjust the height of the projector, press the release button located at the front of the unit. The projector is equipped with auto keystone; however, if your image is still not square, you can adjust the tilt by turning the back legs to the appropriate height.

The projector is also equipped with auto focus, but if the image becomes unfocused, zoom the image in, then back out to trigger the auto focus.



Example of Keystone



3. If image appears on the projector screen but not laptop, wait until laptop has fully booted up. If image still does not appear on laptop, toggle the image by holding down the **<Fn>** button (located between **<Ctrl>** and **<Alt>**) then press **<F8>** (for Dell laptops only) until image appears on both laptop and projector. If image appears on laptop but not projector screen, repeat the above steps.

Tables/Chairs Checkout list

Date Out	Date In	Location	Quantity	Staff Initials

TV=S VCR=S DVD=S

Stock #	Make	Model	Serial	Location
1001	Magnavox 19” tv/vcr comb	CCS191AT02	35560544	Closet OUT OF SERVICE
1002	Panasonic 19” tv/vcr comb	PV-M2079	D9AA22679	?
1003	Sharp 25 “ TV	25N-S180	630448	Terry A
1004	Panasonic 19” tv/vcr comb	PV-M2079	D9AA22566	Closet
1005	Panasonic 19” tv/vcr comb	PV-M2021	D2AA12594	Lobby Conference Room
1006	Panasonic 19” tv/vcr comb	PV-C2023	C31A72218	?
1007	Panasonic 19” tv/vcr comb	PV-C2023	C3IA72214	CPR Center
1008	Sharp 27” TV	27C530	303814308	Room 5604
1011	Panasonic 19” tv/vcr comb	AG-520A	15AA30381	Closet
1012	NEC Plasma 42”	PX-42VM3A	2800356 9U	Terry Conference
1013	NEC Plasma 42”	PX-42VM3A	2800355 9U	Terry Conference
1014	Sharp 25” TV	25N-S180	630443	Closet

1015	Panasonic VCR	PV-V46125	121A14912	CLOSET
1016	JVC DVD Player	XV-NP105	179K5558	1837
1017	Sharp 27” TV	27C241	A501892618	Bryan Closet
1019	Sharp 25” TV	25N-S180	630459	Room 1837
1020	Sony 5 disk DVD	DVP-NC665P	1008764	Closet
1022	Samsung VCR+DVD	DVD-V2000	61BT712452R/XAA	Terry Conference
1023	Magnavox 19” tv/vcr	CCS191AT02	35565945	4th Floor Seton hall conference room
1024	Sharp 27” TV	27C241	A501889614	CLOSET
1025	Panasonic VCR	PV-V46125	121C14647	Closet
1026	Magnavox 19” tv/vcr comb	CCS191AT02	35557808	6th floor DePaul
1027	Sharp 27” TV	27C241	A501891754	Closet
1028	JVC DVD Player	XV-NP105	179K1668	Attached to 1005
1030	Sony DVD Recorder	RDR-GX7	2018785	James Office
1031	Magnavox VCR	MVR440MG/17	SG2B0403005892	Closet

1032	Toshiba DVD/VCR	SD-V3945U	BCB909331112	Attached to 1017
1033	Toshiba DVD/VCR	SD-V3945U	BCB909339384	Attached to 1014
1034	Toshiba DVD/VCR	SD-V3945U	BCB909331085	Attached to 1027
1035	Toshiba DVD/VCR	SD-V3945U	BCB909331080	Attached to 1003
1036	20” Toshiba TV/DVD/VHS combo	MW20H63	BAC365011964	Out of Service
1037	20” Toshiba TV/DVD/VHS combo	MW20H63	BAC365013026	
1038	20” Toshiba TV/DVD/VHS combo	MW20H63	BAC365013089	
1039	20” Toshiba TV/DVD/VHS combo	MW20H63	BAC365013027	
1040	20” Toshiba TV/DVD/VHS combo	MW20H63	BAC365007678	
1041	Toshiba DVD/VCR	SD-V295KU	BCC920159531	
1042	Samsung DVD/VCR	DVD-V6700	95876RBP706042L	
1043	Samsung DVD player	DVD-HD870/XAA	94336RDP506119L	
1044	Samsung DVD player	DVD-HD870/XAA	94336CFP601565L	
1045	Samsung DVD player	DVD-HD870/XAA	94336RDP507668Z	

1046	Insignia 20” tv/vcr/dvd	NS-F20TR	T07716683	

Overhead Projectors

Stock #	Make	Model	Serial	Location
2001	Apollo	8100	507025A00120 7369	Lobby Conference
2002	Apollo	15000	4125817	
2003	Apollo	15000	97071831	Room 118
2004	Apollo	Eclipse	96011304	
2005	Apollo	15000	97071516	Shircliff
2006	Buhl	122	81223010	Terry Conference Room A
2007	3M	213	351183	
2008	Apollo	A1-1000	1110713	Room 10-047
2009	Apollo	Concept 2250	517027A01120 6482	Room 156
2010	Apollo	Concept 2250	517027A02030 1260	
2011	Apollo	Concept 2250	517027A02030 1267	Bryan
2012	Apollo	Concept 2250	517027A01120 6787	

2013	Apollo	Concept 2250	517027A02030 1264	James Office
2014	Elmo Visual Presenter	HV-3000XG	502116	Terry Conference
2015	Apollo	8100	507025A00120 7375	River Lounge
2016	Apollo	15000	9707 1520	5604
2017	Apollo	15000	98021470	Room 1837
2018	3M	900 AJB	790717	4th Floor Seton hall conference room
2019	3M	900 AJB	790716	OBR

Slide Projectors

Stock #	Make	Model	Serial	Location
3001	Kodak	Ektagraphic 3 A	A-05439	Shircliff
3002	Kodak	Ektagraphic 3 ATS	A-157445	
3003	Kodak	Ektagraphic 3 AMT	A-466765	Terry Conference
3004	Kodak	Ektagraphic 3 AMT	A-549595	Room 118
3005	Kodak	Ektagraphic 3 AMT	A-466822	
3006	Kodak	Ektagraphic 3 AMT	A-536450	Room 10-047
3007	Kodak	Ektagraphic 3 AMT	A-466768	Bryan
3008	Kodak	Ektagraphic 3 AM	27079	Room 118
3009	Kodak	Ektagraphic 3	299573	Closet
3010	Kodak	Medalist AF	238181	Closet

LCD Projectors

Stock #	Make	Model	Serial	Location
4001	Sony	VPL-PX10	10344	Cart 4
4002	Sony	VPL-PX31	17932	Room 1035
4003	Proxima	Ultralight LX2	G0705158	4th Floor Computer Room
4004	Proxima	ASK-C180	ALKN43100207	Terry Conference
4005	ViewSonic	PJL802	T58080124	Closet
4006	NEC	LT35	5ZB0121ED	Cart 1
4007	NEC	LT35	5ZB0181ED	Cart 2
4008	NEC	LT35	5ZB0756ED	Cart 3 At St. Luke's
4009	NEC	LT35	5Z0759ED	OBR
4010	Mitsubishi	XD205R	6714965	Case At St. Luke's
4011	Mitsubishi	XD205R	6715064	At St. Luke's
4012	Epson	EMP-1810	JURF731142L	Cart 6
4013	Epson	EMP-1810	JURF731152L	Cart 8
4014	Epson	EMP-1810	JURF731144L	Cart 5
4015	Epson	EMP-1810	JURF731145L	Cart 7

Laptops

Asset Tag	Make	Model	Serial	Location
AE290061	Dell	D620	HCZ32C1	Cart
AD608990	Dell	D610	853TH71	Cart
AE290380	Dell	D620	75HV2C1	James
AE279553	Dell	D610	8RQGLB1	Cart
AE290382	Dell	D620	HQHV2C1	Aarons Office
AE290381	Dell	D620	HVHV231	Aarons Office
AE290381	Dell	D620	7QHV2C1	Aarons Office
AE290059	Dell	D620	79Z32C1	Aarons Office

Electronics

Stock #	Make	Model	Serial	Location
6001	Extron Switcher	DVS204	639792049 E12372 OPSD313	Terry Conference
6002	Audio Technica Mic System	ATW-R310	2420083	Terry Conference
6003	Audio Technica Mic System	ATW-R310	2320827	Terry Conference
6003	1-Lapell			Terry Conference
6002	1-Handheld Wireless			Terry Conference
6006	JVC Boom Box	RC-XL1	120C7778	Closet
6005	Fender P.A. System	P-150	N040611B0	Bryan Closet
6004	RCA 5 Disk CD Changer	RP8078	344200361	Bryan Sound Room
6007	Sony UHF Synthesized Tuner	WRR-801	100986	Bryan Sound Room
6008	Mackie 16 channel Mixer	CR1604-VLZ		Bryan Sound Room
6009	Sony Tuner	WRR-810A	207375	Bryan Closet
6010	Sony Transmitter	WRT-805A	204687	Bryan Closet

6011	Sony Transmitter	WRT-805A	204688	Bryan
	Canon	XL1s	042850500042	James
	Cartoni	Action Pro	AP05299	James

A/V Screens

Stock #	Make	Model	Serial	Location
7001	Screen	6’		10-047
7002	Screen	6’		Closet
7003	Screen	6’		River Lounge
7004	Screen	4’		Lobby
7005	Screen	4’		Closet
7006	Screen	10’		118
7007	Screen	10’		Closet

Pathlore is the Learning Management System currently in place in St. Vincent's. It is a web-based system used to manage and track Associates training needs.
The Educational Development Department utilizes the system to manage courses and classes, including registrations, rosters, curriculum, Associate transcripts, mandatory education and to create reports.

Associates can utilize the system to register for classes and view class information.

To begin using Pathlore, you must log on to the LMS.

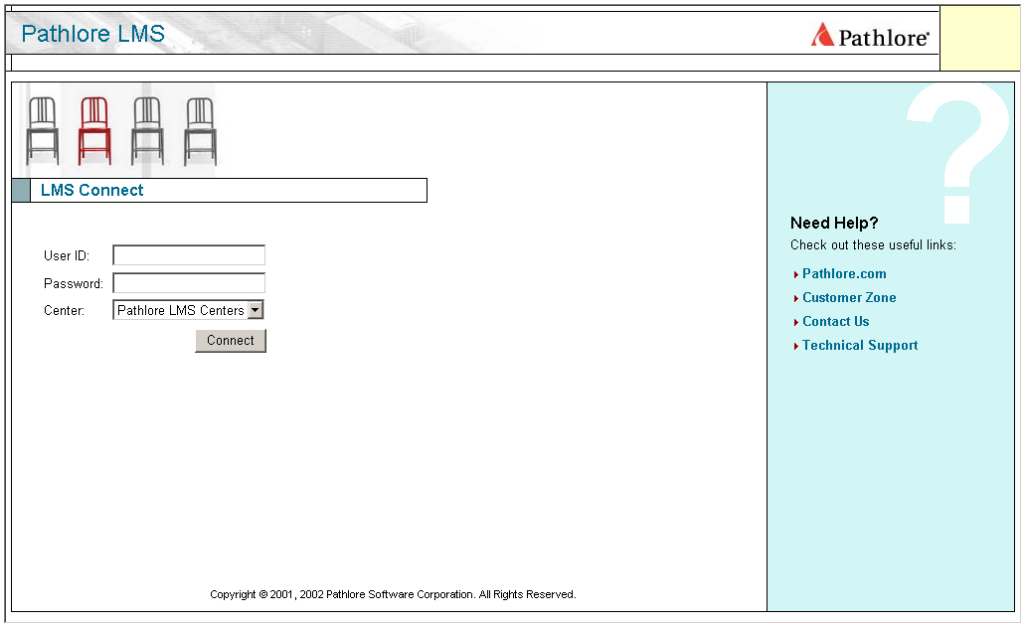
1. Select the Pathlore LMS Admin Center Web Icon.

The LMS Connect screen is displayed.

2. Type in your Employee Number in the **<User ID :>** field.

3. Type ***Network*** in the **<Password>** field. Network is the default password. It is not case sensitive; you may type it in lower case or CAPS. You may also personalize the password.

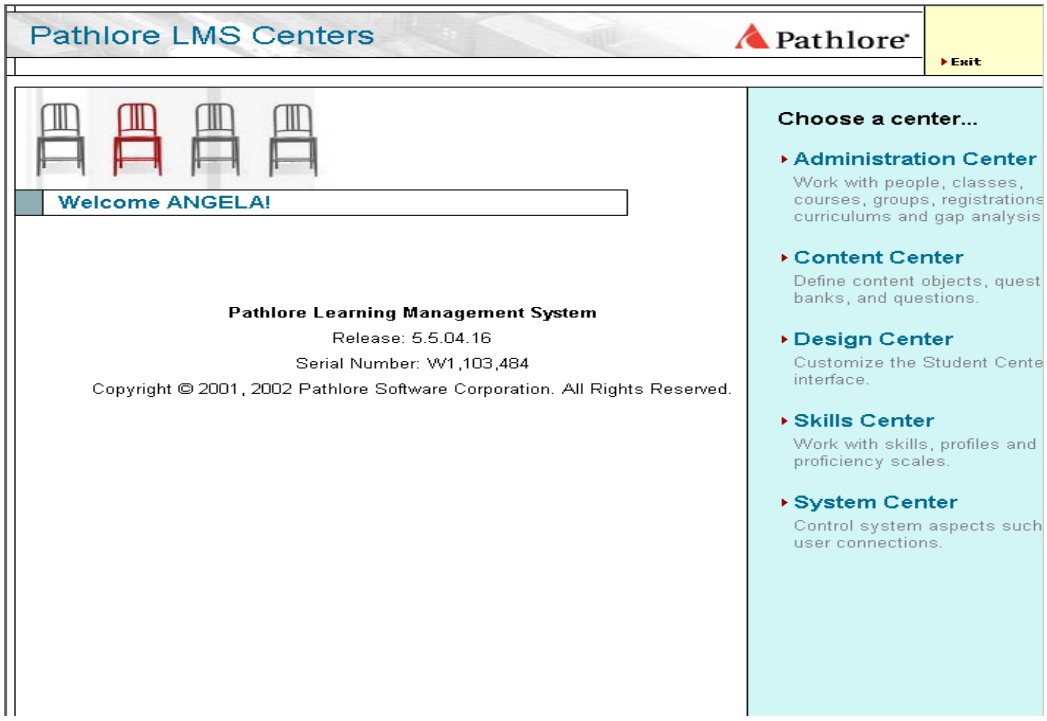
4. Choose **<Pathlore LMS Centers>** from the drop-down list in **<Center :>**.



The welcome screen is displayed.

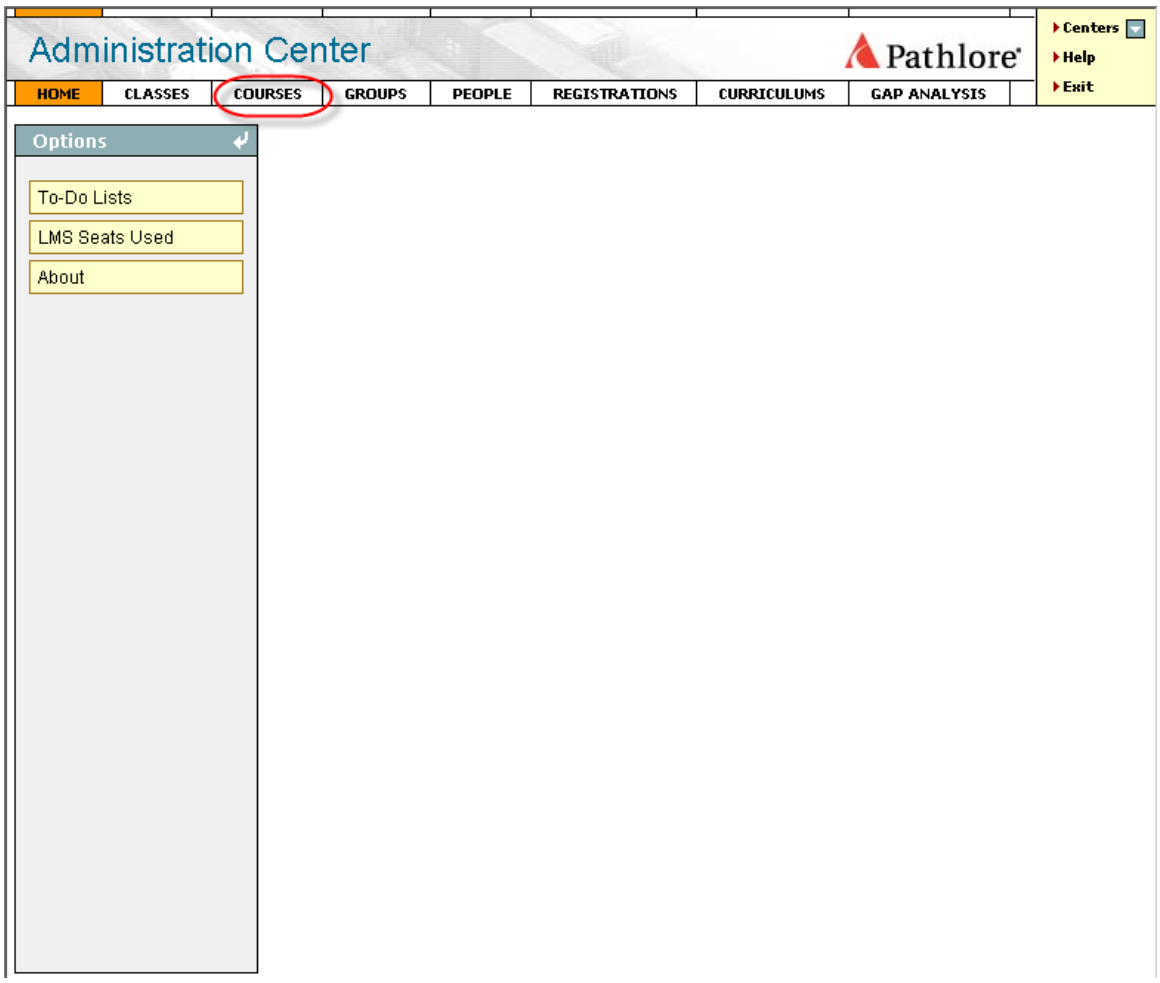
To **create a course**:

1. Choose Administration Center from the blue panel on the right side of the screen.

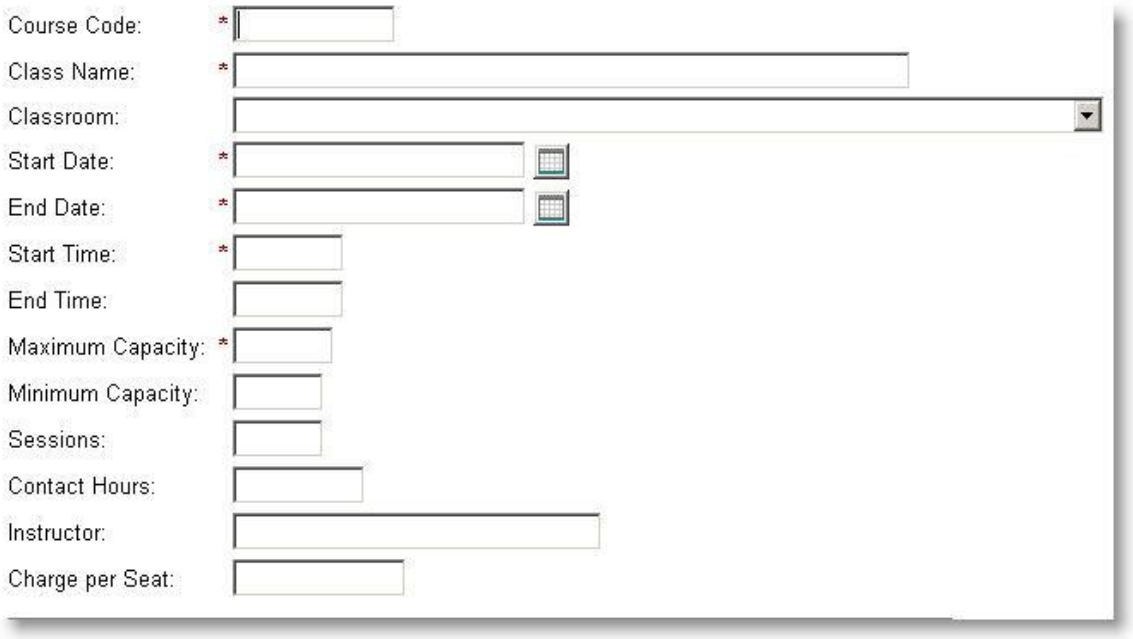


The Administration Center screen will display.

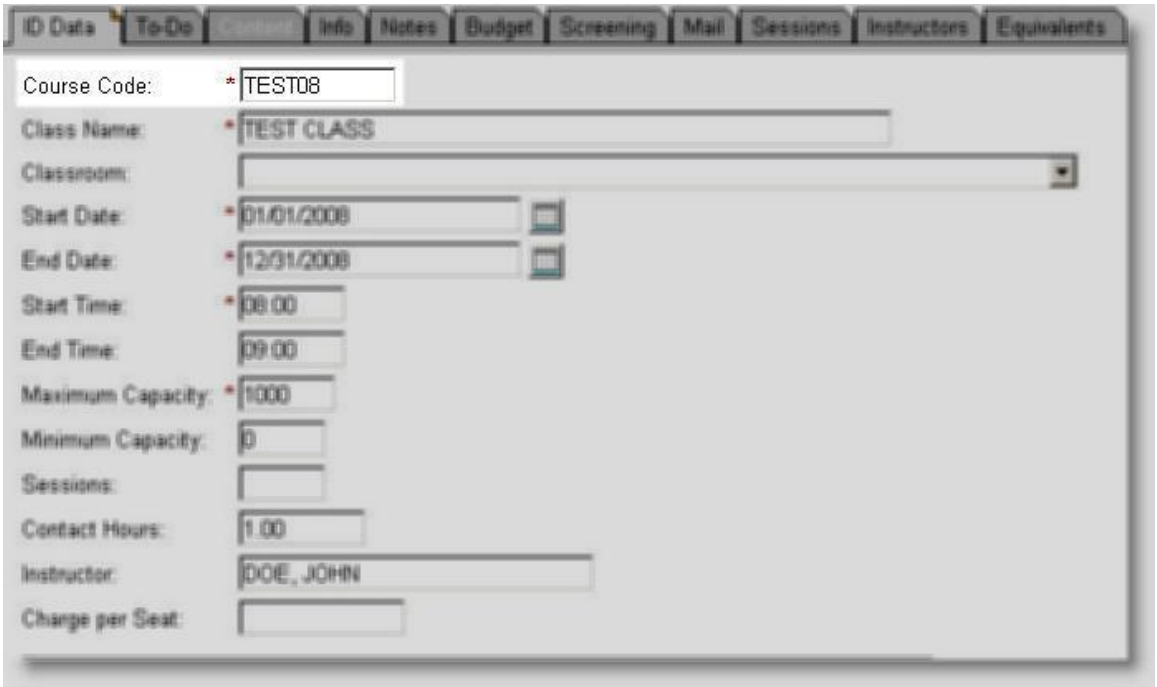
2. Click on the **<Courses>** tab.



3. Choose **<New Course>** from the left panel.

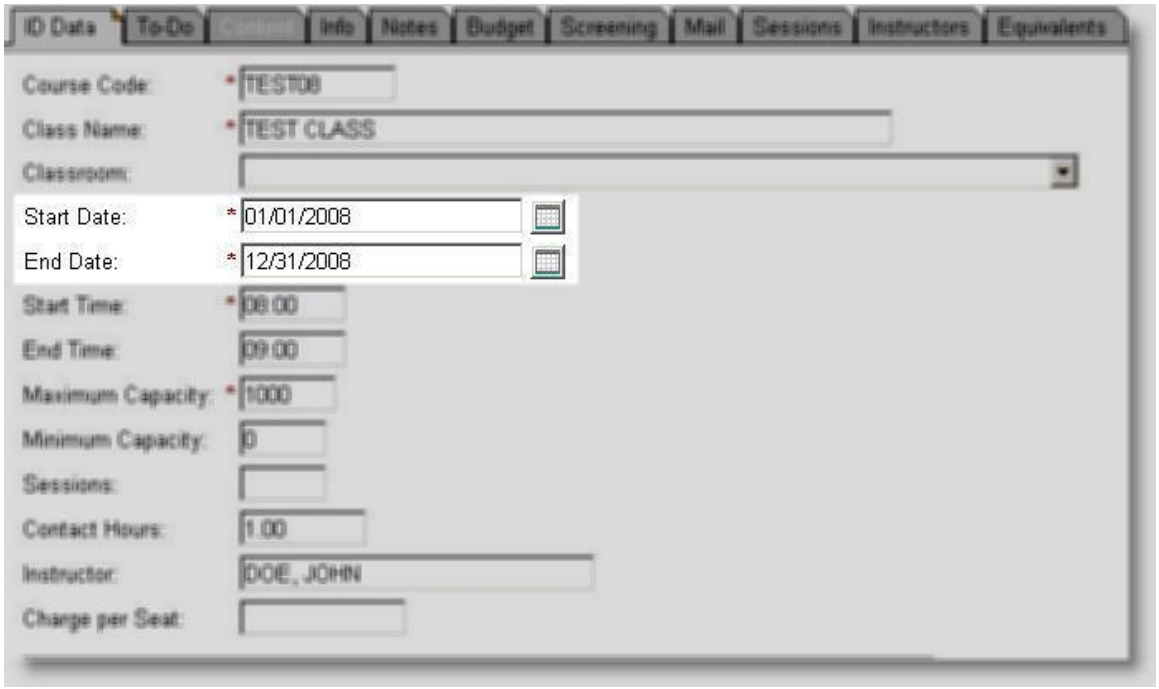


4. Enter a **<Course Code :>**. It can be up to 10 characters. Keep it as relevant to the class name as possible.

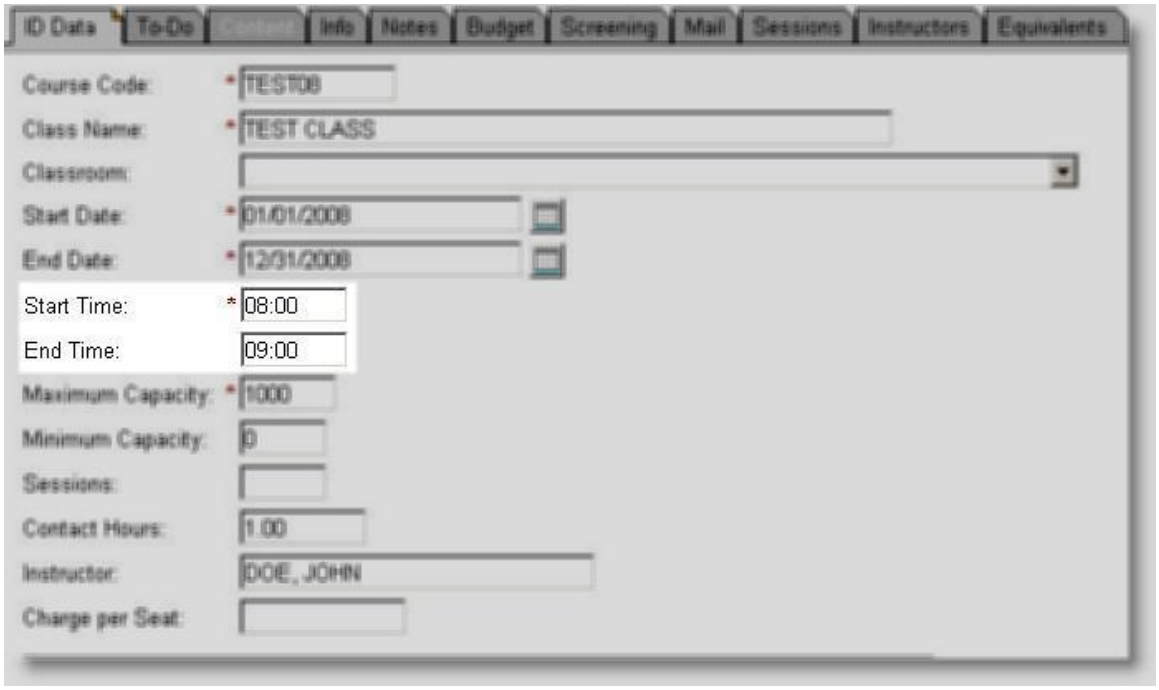


5. Enter the **<Class Name :>**.

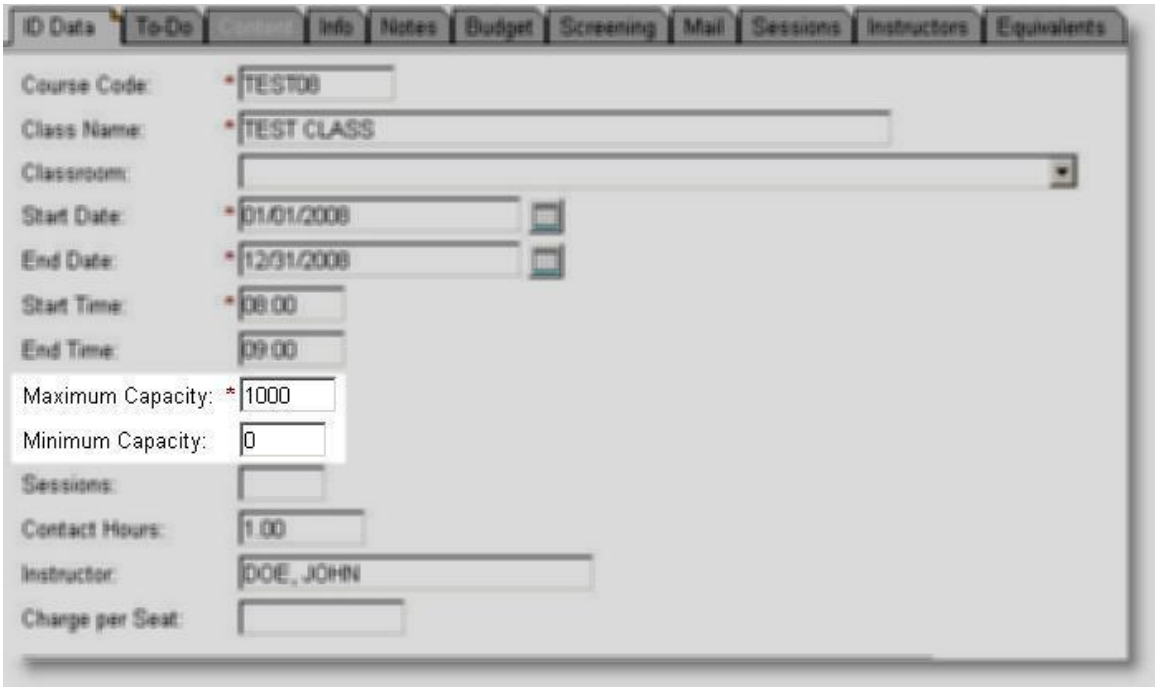
6. Enter **<Start Date :>** and **<End Date :>**



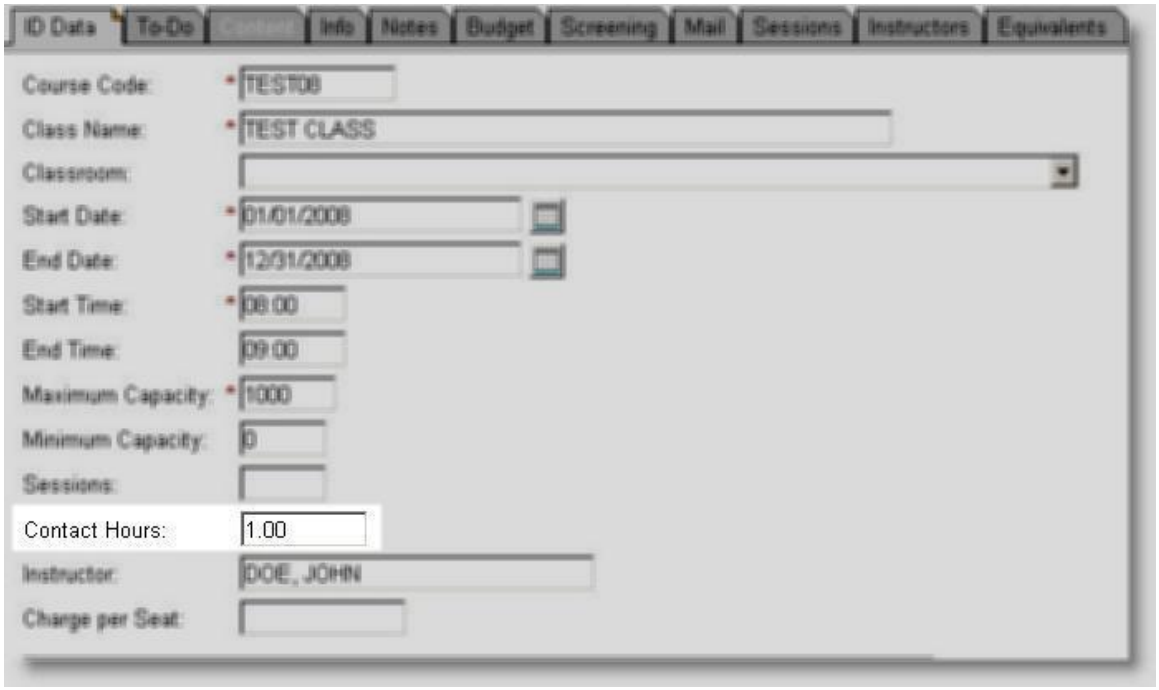
7. Enter **<Start Time :>** and **<End Time :>** using military time: a 24-hour clock.



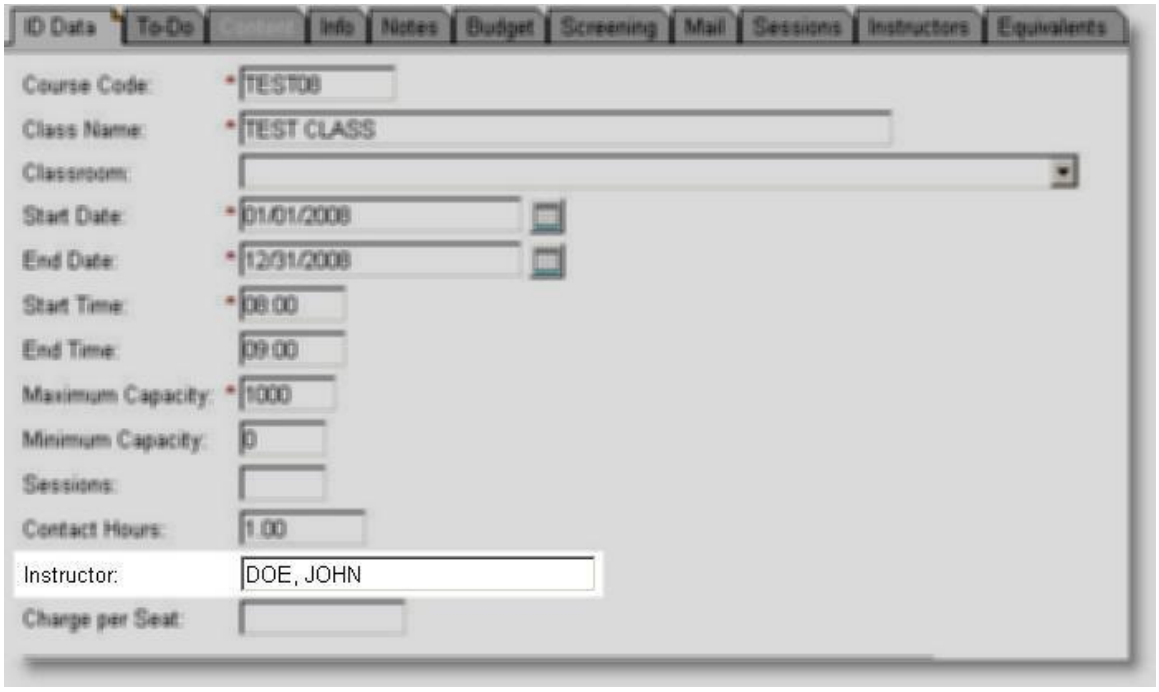
8. Specify **<Maximum Capacity :>** (If Associates will be registering for a class, it is important to limit the class to the requester's maximum). For example: for a class to be held in the Shircliff Board Room, the limit is 20. Minimum Capacity is not as important, unless a specific number is requested.



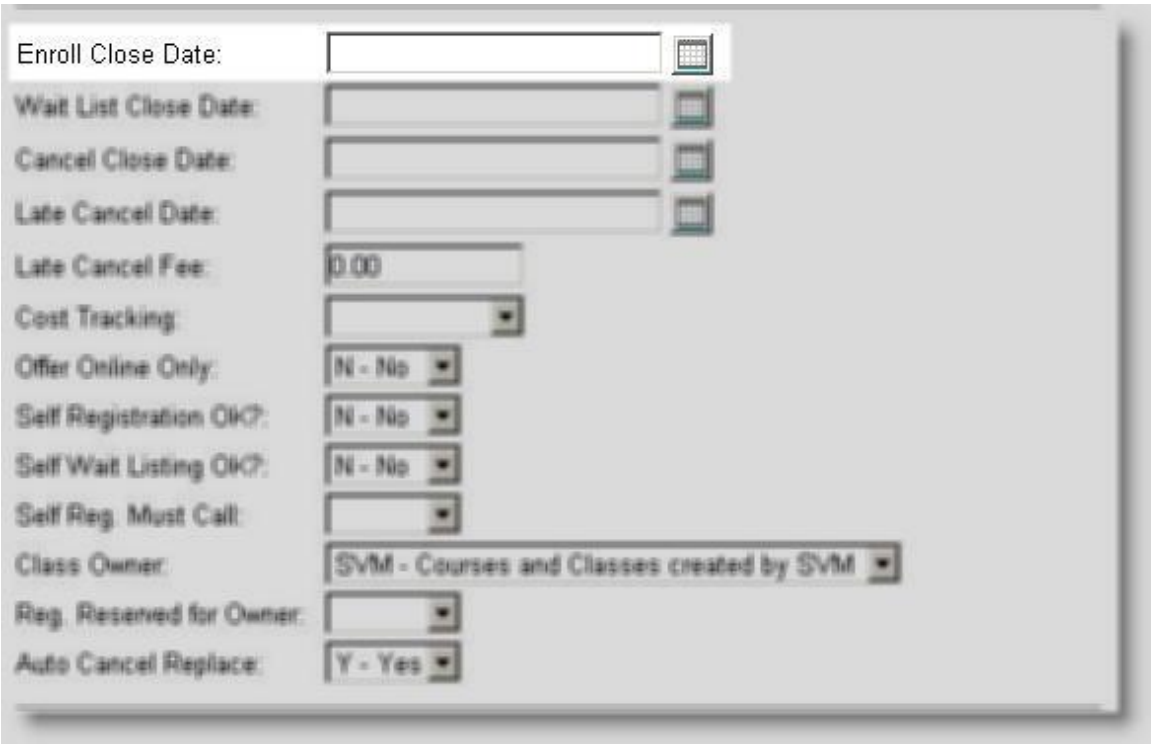
9. If requester wants to track hours, complete the **<Contact Hours :>** field. If hours are not important, this field may be left blank.



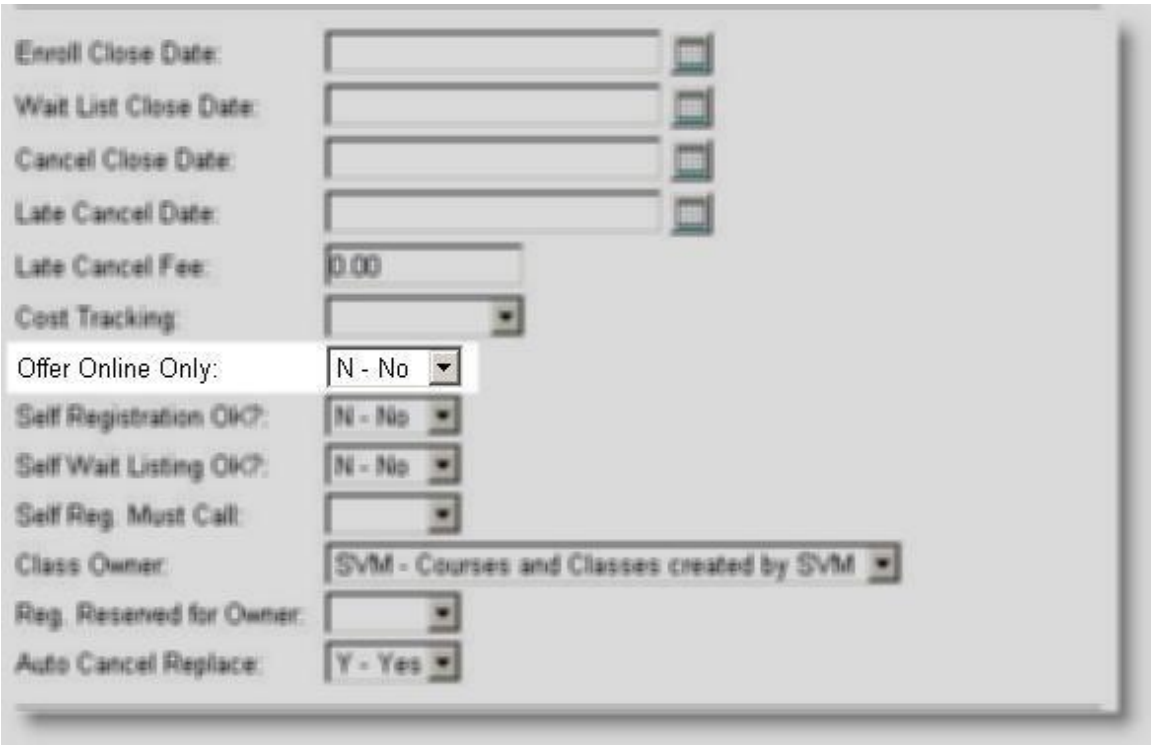
10. If you know the instructor's name, type it the **<Instructor :>** field. **(Use Last Name, First Name format.)**



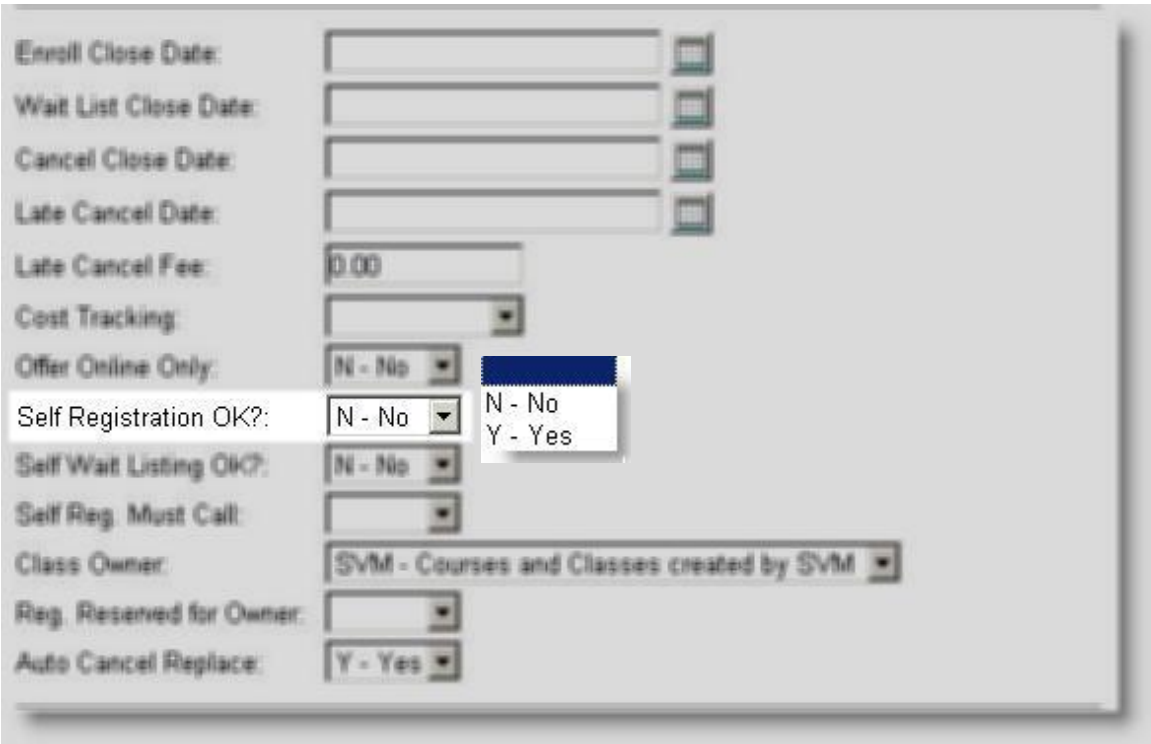
11. If you need to close the class to enrollment, use the **<Enroll Close Date :>** field. If not, leave it blank.



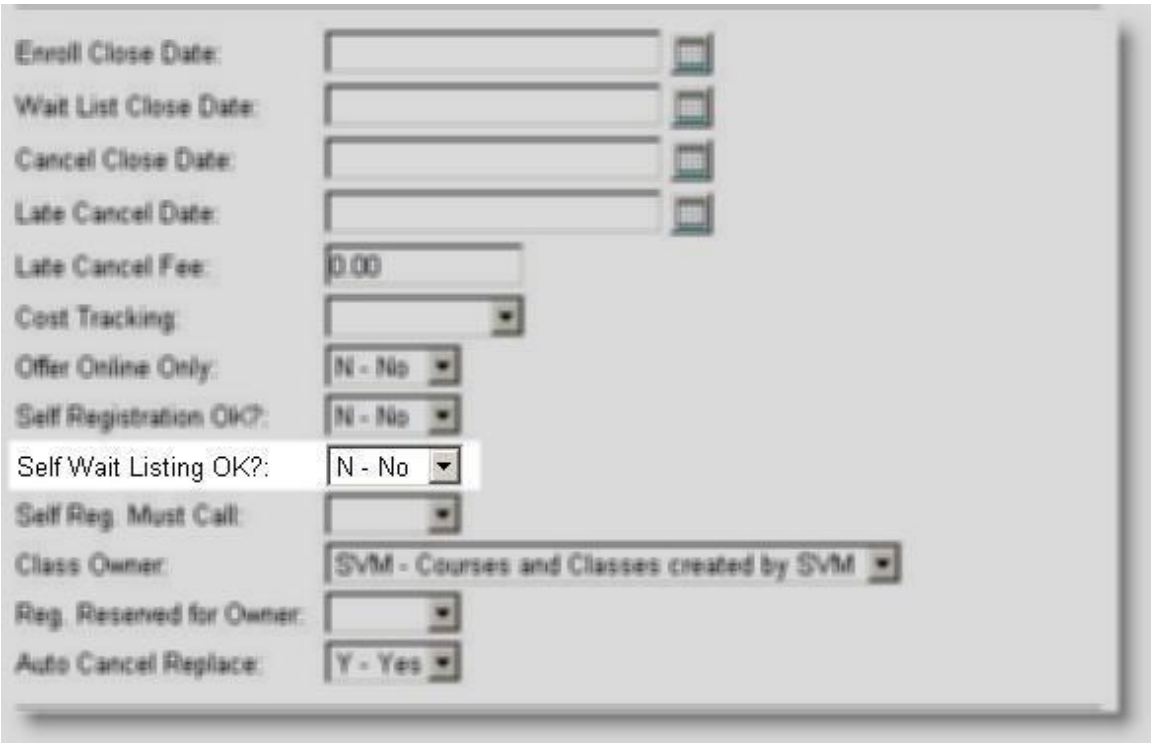
12. Since we are not web-based, always select **N-No** for the **<Offer Online Only :>** field.



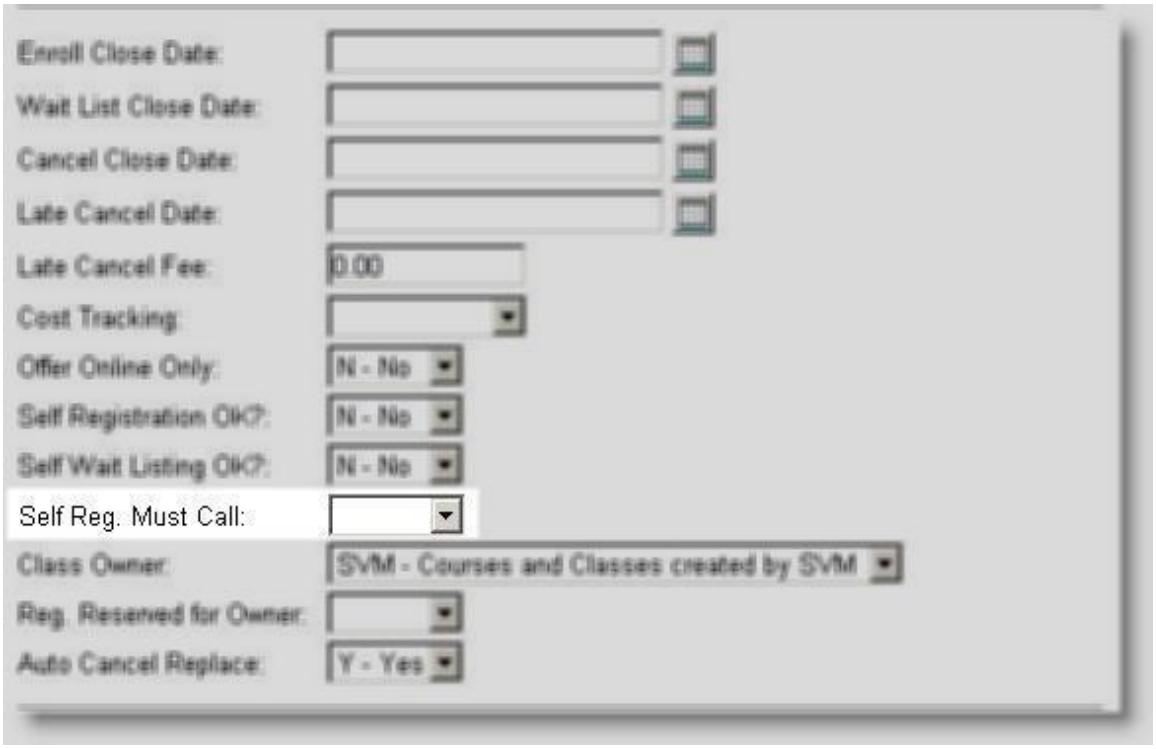
13. If the requester wants to have Associates register via-phone, choose **Y – Yes** in the **<Self Registration OK? :>** field. If it is a Self-Study class and there is no need for registration, select **N – No**.



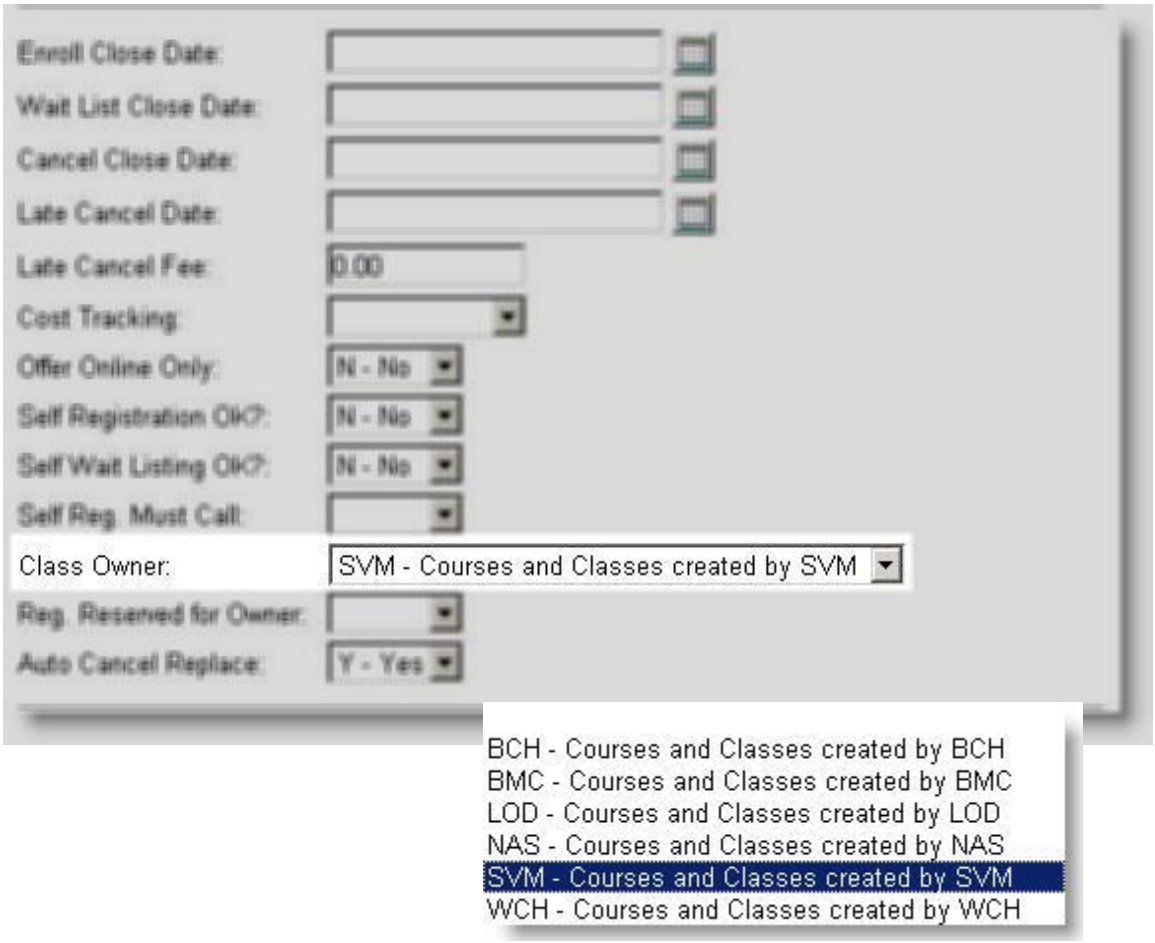
14. Always choose **N – No** for the **<Self Wait Listing OK? :>** field.



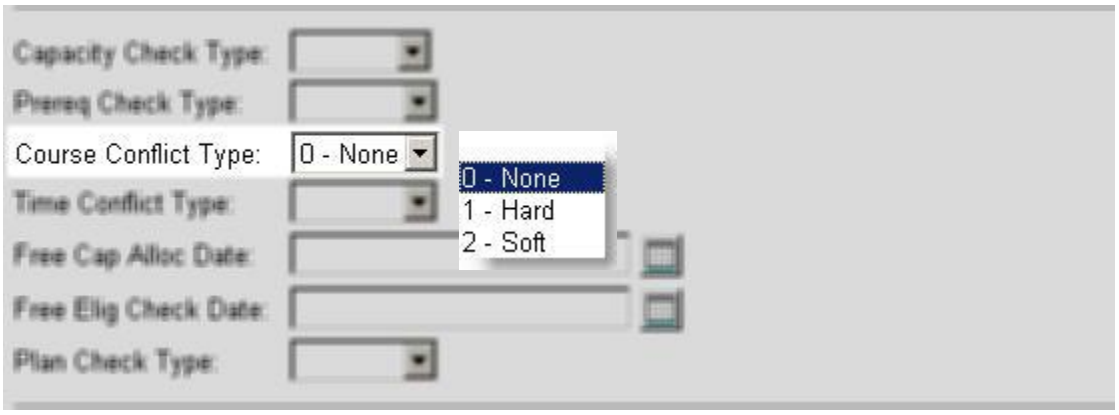
15. The **<Self Reg. Must Call :>** field is used if requester chooses to have Associates contact the Instructor to register or to utilize this system to register for a course.
If the requester chooses to have the system register, this field must remain blank. *Do not* type **N-No**. If the system detects information in this field, it will prompt Associates to contact the Instructor and registration will not be allowed.
If the requester chooses to have Associates contact the Instructor, choose **Y-Yes** from the drop-down menu.



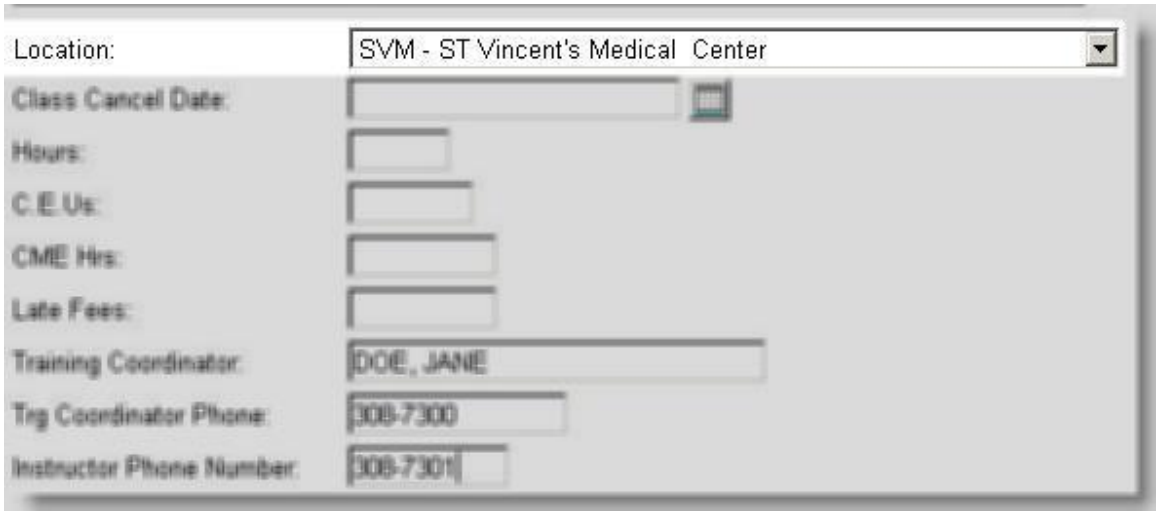
16. Select **SVM – Courses and Classes created by SVM** from the drop-down menu in the **<Class Owner :>** field.


Enroll Close Date:
Wait List Close Date:
Cancel Close Date:
Late Cancel Date:
Late Cancel Fee:
0.00
Cost Tracking:
Offer Online Only:
N - No
Self Registration OK?:
N - No
Self Wait Listing OK?:
N - No
Self Reg. Must Call:
Class Owner:
SVM - Courses and Classes created by SVM
Reg. Reserved for Owner:
Auto Cancel Replace:
Y - Yes
BCH - Courses and Classes created by BCH
BMC - Courses and Classes created by BMC
LOD - Courses and Classes created by LOD
NAS - Courses and Classes created by NAS
SVM - Courses and Classes created by SVM
WCH - Courses and Classes created by WCH

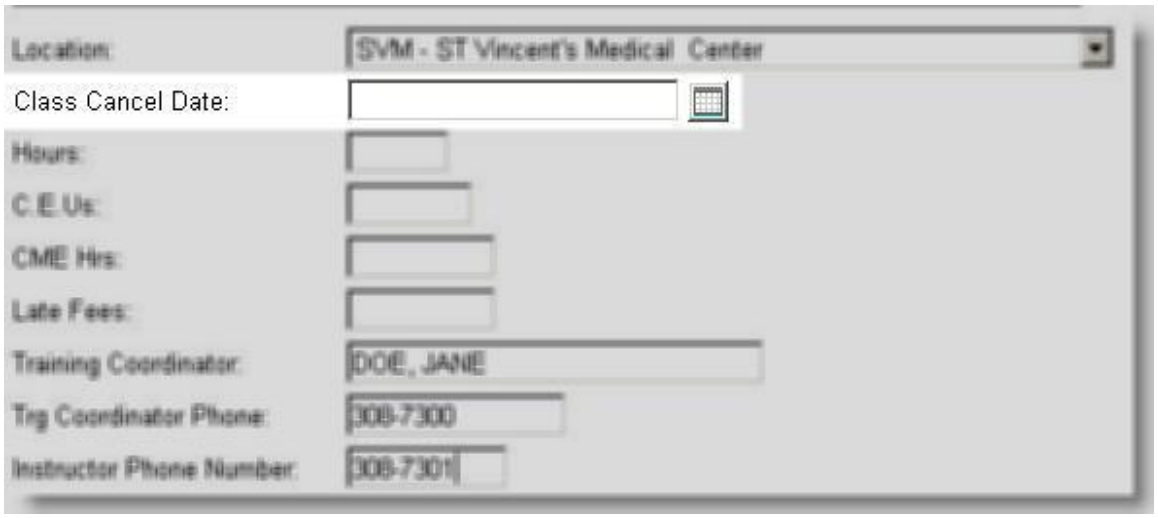
17. Choose **0 – None** in the **<Course Conflict Type :>** field to allow Associates to register for multiple classes with the same course code.



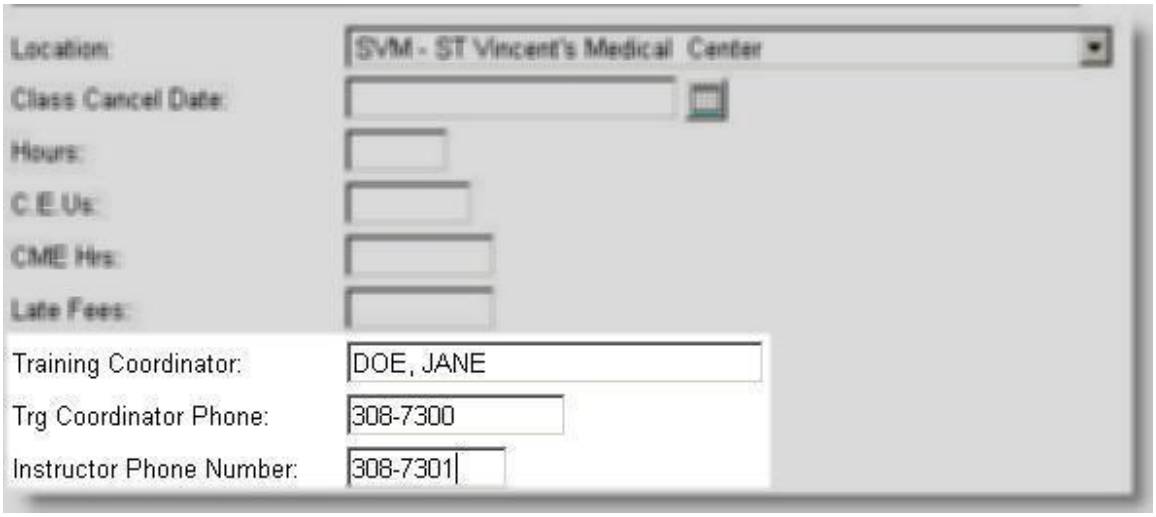
18. Select **SVM – ST Vincent's Medical Center** from the drop-down menu in the **<Location :>** field.



19. To cancel the class, use the **<Class Cancel Date :>** field.



20. Enter the Coordinator's name and phone number and the instructor's phone number in the corresponding fields.



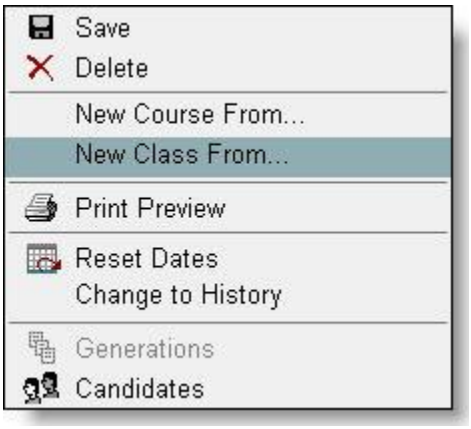
21. Click on the **Save i**con on the top right corner of the blue tool bar.

Creating Classes

Now that a course has been created, you will be able to **create a class**. You have the option of copying the class from the course, modifying fields as necessary and saving. You can also copy from class to class.

1. While in the **Course** page, select **New Courses.**

2. From the drop-down menu, select **New Class From…**



This will automatically send you to the **Classes** page.

3. Make any necessary changes and click the save icon. When the system has saved your changes, it will automatically generate a locator number. The locator number is ten digits in length beginning with five zeros followed by five numbers. For example, 0000012566. The last five digits will be your true locator #.

The following is a sample of the Locator Number Request form associates must complete for a locator number assignment.

Locator # Request

Please submit form via Fax to x7843

Class Name _____

Start Date	End Date	Start Time	End Time	Locator Assigned

Max Attendance _____

Min Attendance _____

Sessions Per Class____

Credit/Contact Hours_____

Instructor Name _____

Instructor Contact # _____

Registration by:

Phone-Self ☐ or Must Call Instructor ☐

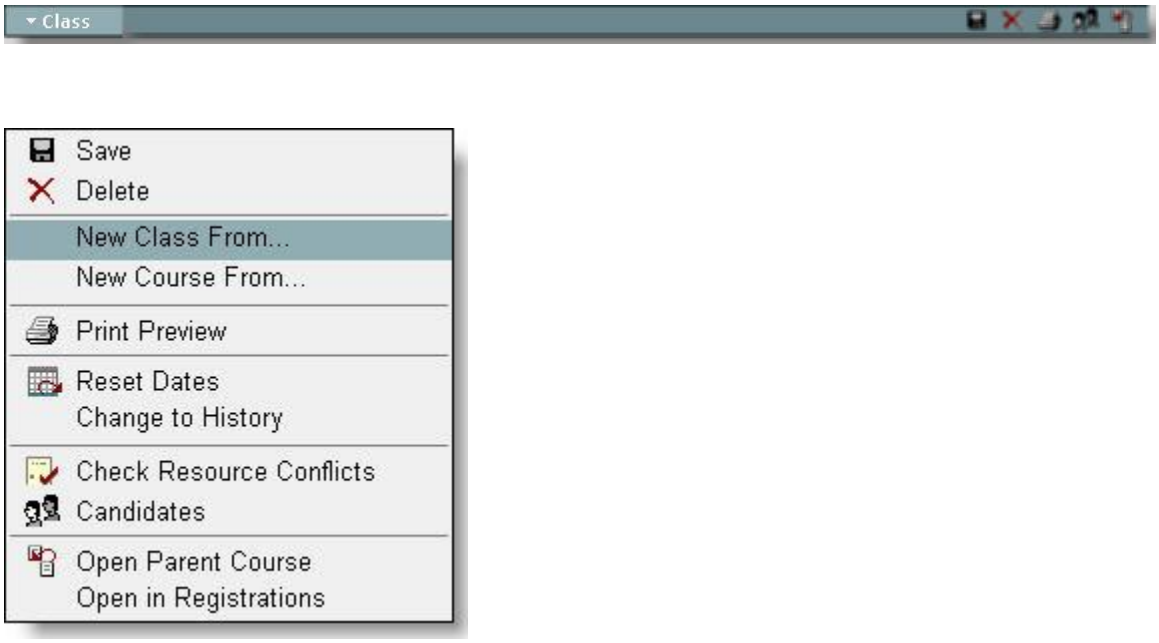
For Education Department Use Only

Course Code _____ **Date Created** _____

Created By _____

To create a class from a class:

1. Click on the class tab and select **New Class From…**



2. Make any necessary changes and click **Save**.

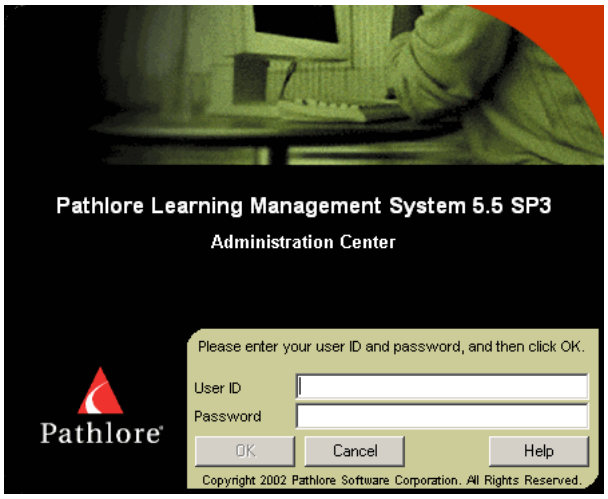
Pathlore Reporting

The Crystal Reports 9 report-writing application package is used to retrieve data in report format from the Pathlore LMS. Report templates are available in the system. From these reports, you may develop new reports, modify a report or view a report.

To enable access to the data contained in the (O:) Drive in the Crystal software:

1. Click on Pathlore's Windows Version icon.

This screen is displayed. Sign in is not required.

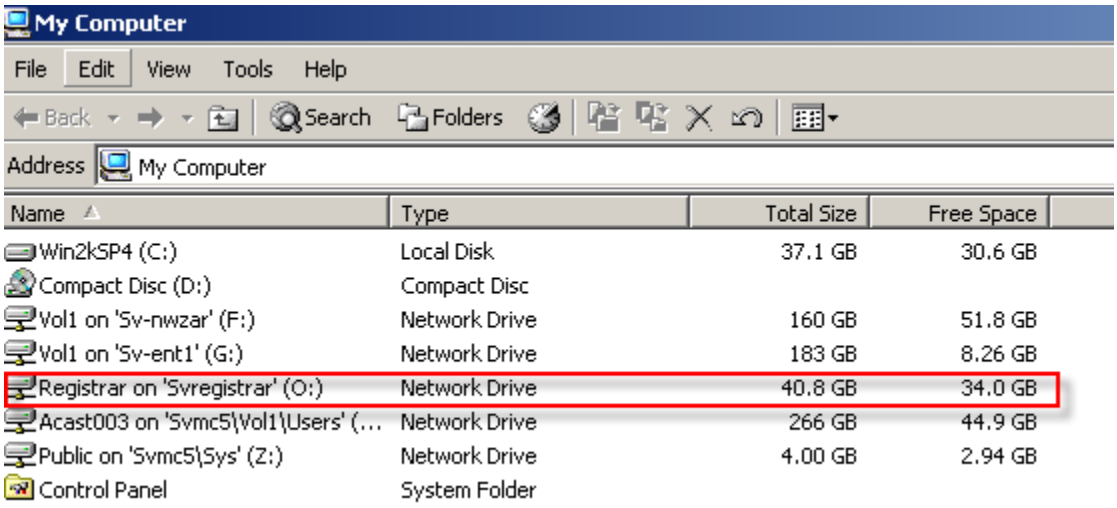


The Crystal report templates are located on the (O :) Drive.

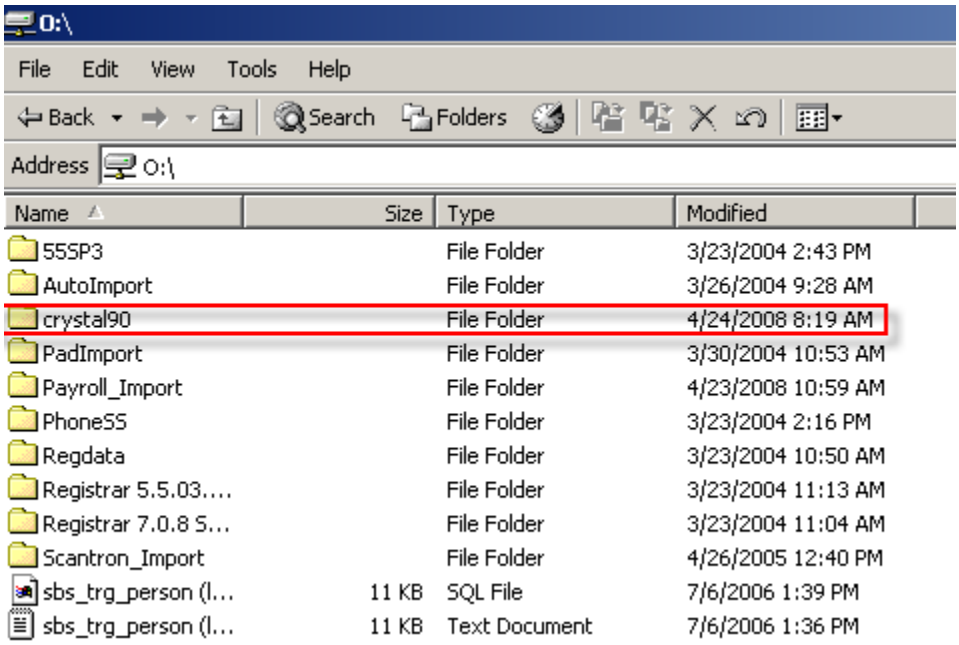
2. To access the (O :) Drive, click on the My Computer icon.

This screen is displayed.

3. Select the (O :) Drive.

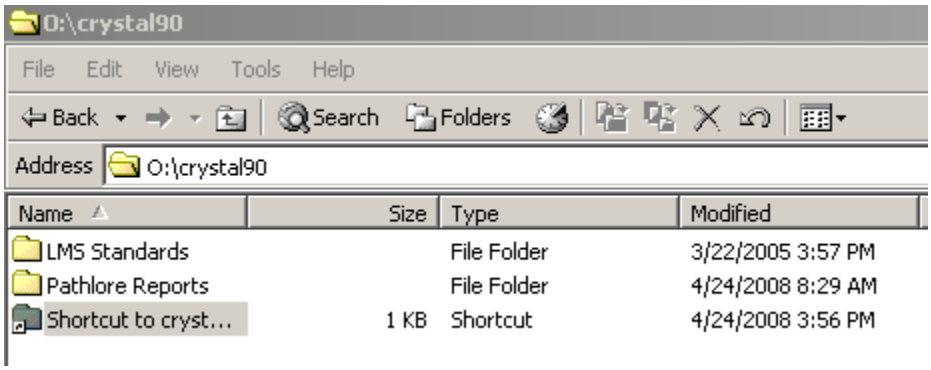

My Computer
File Edit View Tools Help
Back Search Folders
Address My Computer
Name Type Total Size Free Space
Win2kSP4 (C:) Local Disk 37.1 GB 30.6 GB
Compact Disc (D:) Compact Disc
Vol1 on 'Sv-nwzar' (F:) Network Drive 160 GB 51.8 GB
Vol1 on 'Sv-ent1' (G:) Network Drive 183 GB 8.26 GB
Registrar on 'Svregistrar' (O:) Network Drive 40.8 GB 34.0 GB
Acast003 on 'Svmc5\Vol1\Users' (... Network Drive 266 GB 44.9 GB
Public on 'Svmc5\Sys' (Z:) Network Drive 4.00 GB 2.94 GB
Control Panel System Folder

4. Select **crystal90**


O:\
File Edit View Tools Help
Back Search Folders
Address O:\
Name Size Type Modified
55SP3 File Folder 3/23/2004 2:43 PM
AutoImport File Folder 3/26/2004 9:28 AM
crystal90 File Folder 4/24/2008 8:19 AM
PadImport File Folder 3/30/2004 10:53 AM
Payroll_Import File Folder 4/23/2008 10:59 AM
PhoneSS File Folder 3/23/2004 2:16 PM
Regdata File Folder 3/23/2004 10:50 AM
Registrar 5.5.03.... File Folder 3/23/2004 11:13 AM
Registrar 7.0.8 S... File Folder 3/23/2004 11:04 AM
Scantron_Import File Folder 4/26/2005 12:40 PM
sbs_trg_person (l... 11 KB SQL File 7/6/2006 1:39 PM
sbs_trg_person (l... 11 KB Text Document 7/6/2006 1:36 PM

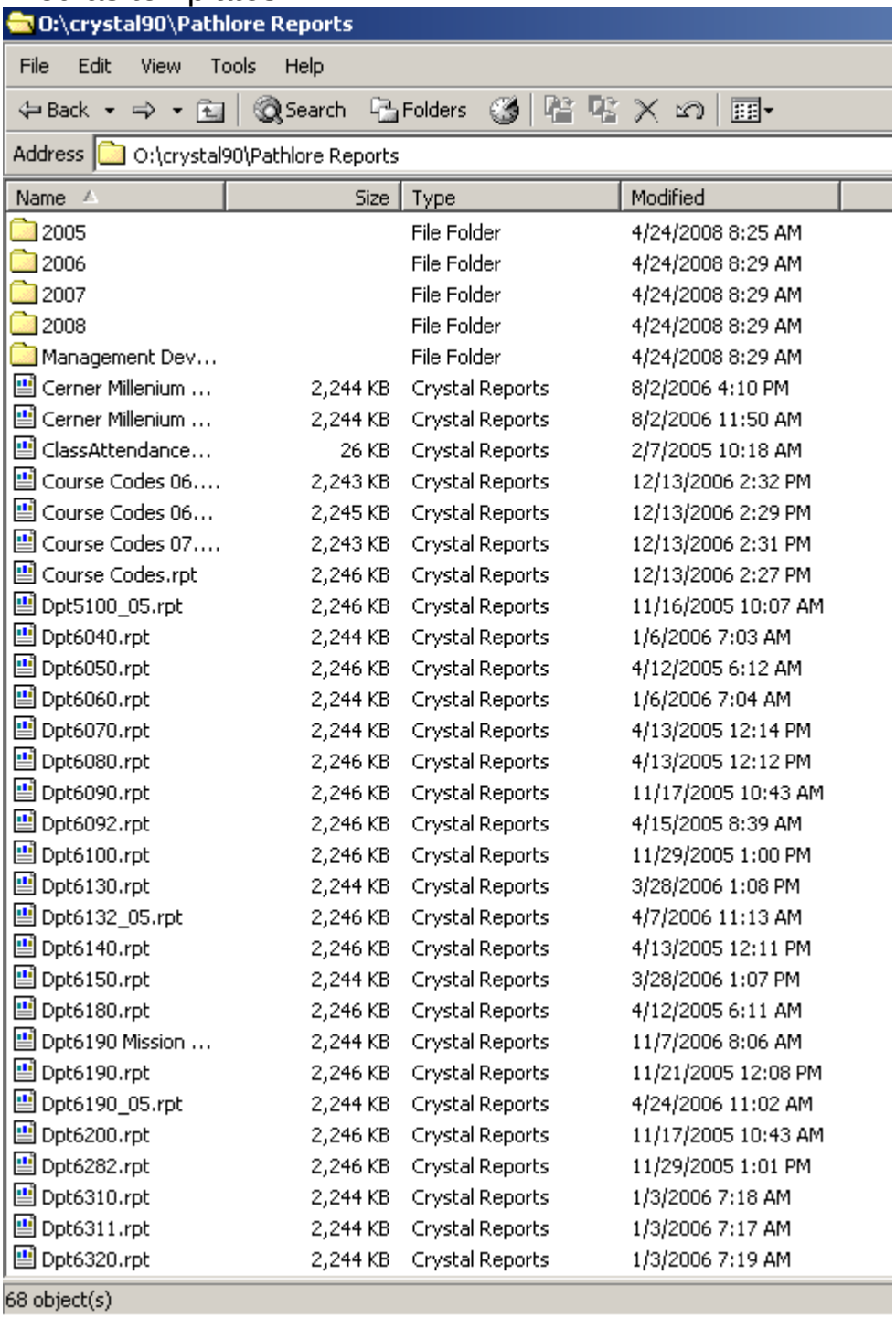
This screen is displayed. The LMS Standards and Pathlore Reports folders contain all related Crystal reports. These can be modified as required.

5. Select **Pathlore Reports**

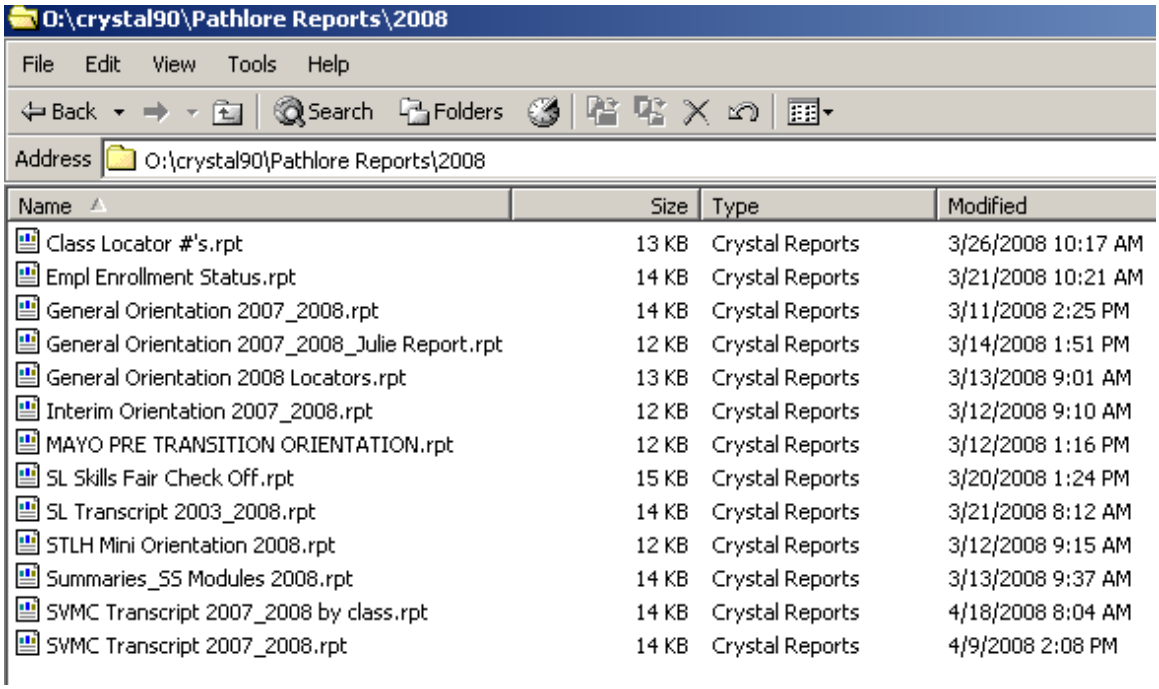

O:\crystal90
File Edit View Tools Help
Back Search Folders
Address O:\crystal90
Name Size Type Modified
LMS Standards File Folder 3/22/2005 3:57 PM
Pathlore Reports File Folder 4/24/2008 8:29 AM
Shortcut to cryst... 1 KB Shortcut 4/24/2008 3:56 PM

The screen containing Pathlore Reports is displayed.

6. Select the folder labeled **2008**. This folder contains the best selection of reports to work from. The individual files with the Crystal Reports icon are copies of previously created reports. They may also be utilized as templates.


O:\crystal90\Pathlore Reports
File Edit View Tools Help
Back Search Folders
Address O:\crystal90\Pathlore Reports
Name Size Type Modified
2005 File Folder 4/24/2008 8:25 AM
2006 File Folder 4/24/2008 8:29 AM
2007 File Folder 4/24/2008 8:29 AM
2008 File Folder 4/24/2008 8:29 AM
Management Dev... File Folder 4/24/2008 8:29 AM
Cerner Millenium ... 2,244 KB Crystal Reports 8/2/2006 4:10 PM
Cerner Millenium ... 2,244 KB Crystal Reports 8/2/2006 11:50 AM
ClassAttendance... 26 KB Crystal Reports 2/7/2005 10:18 AM
Course Codes 06.... 2,243 KB Crystal Reports 12/13/2006 2:32 PM
Course Codes 06... 2,245 KB Crystal Reports 12/13/2006 2:29 PM
Course Codes 07.... 2,243 KB Crystal Reports 12/13/2006 2:31 PM
Course Codes.rpt 2,246 KB Crystal Reports 12/13/2006 2:27 PM
Dpt5100_05.rpt 2,246 KB Crystal Reports 11/16/2005 10:07 AM
Dpt6040.rpt 2,244 KB Crystal Reports 1/6/2006 7:03 AM
Dpt6050.rpt 2,246 KB Crystal Reports 4/12/2005 6:12 AM
Dpt6060.rpt 2,244 KB Crystal Reports 1/6/2006 7:04 AM
Dpt6070.rpt 2,244 KB Crystal Reports 4/13/2005 12:14 PM
Dpt6080.rpt 2,246 KB Crystal Reports 4/13/2005 12:12 PM
Dpt6090.rpt 2,246 KB Crystal Reports 11/17/2005 10:43 AM
Dpt6092.rpt 2,246 KB Crystal Reports 4/15/2005 8:39 AM
Dpt6100.rpt 2,246 KB Crystal Reports 11/29/2005 1:00 PM
Dpt6130.rpt 2,244 KB Crystal Reports 3/28/2006 1:08 PM
Dpt6132_05.rpt 2,246 KB Crystal Reports 4/7/2006 11:13 AM
Dpt6140.rpt 2,246 KB Crystal Reports 4/13/2005 12:11 PM
Dpt6150.rpt 2,244 KB Crystal Reports 3/28/2006 1:07 PM
Dpt6180.rpt 2,246 KB Crystal Reports 4/12/2005 6:11 AM
Dpt6190 Mission ... 2,244 KB Crystal Reports 11/7/2006 8:06 AM
Dpt6190.rpt 2,246 KB Crystal Reports 11/21/2005 12:08 PM
Dpt6190_05.rpt 2,244 KB Crystal Reports 4/24/2006 11:02 AM
Dpt6200.rpt 2,246 KB Crystal Reports 11/17/2005 10:43 AM
Dpt6282.rpt 2,246 KB Crystal Reports 11/29/2005 1:01 PM
Dpt6310.rpt 2,244 KB Crystal Reports 1/3/2006 7:18 AM
Dpt6311.rpt 2,244 KB Crystal Reports 1/3/2006 7:17 AM
Dpt6320.rpt 2,244 KB Crystal Reports 1/3/2006 7:19 AM
68 object(s)

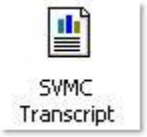
This is the content of the Pathlore Reports 2008 folder. These are all definition files of reports created for various departments for St. Vincent's or St. Luke's.



Name	Size	Type	Modified
Class Locator #'s.rpt	13 KB	Crystal Reports	3/26/2008 10:17 AM
Empl Enrollment Status.rpt	14 KB	Crystal Reports	3/21/2008 10:21 AM
General Orientation 2007_2008.rpt	14 KB	Crystal Reports	3/11/2008 2:25 PM
General Orientation 2007_2008_Julie Report.rpt	12 KB	Crystal Reports	3/14/2008 1:51 PM
General Orientation 2008 Locators.rpt	13 KB	Crystal Reports	3/13/2008 9:01 AM
Interim Orientation 2007_2008.rpt	12 KB	Crystal Reports	3/12/2008 9:10 AM
MAYO PRE TRANSITION ORIENTATION.rpt	12 KB	Crystal Reports	3/12/2008 1:16 PM
SL Skills Fair Check Off.rpt	15 KB	Crystal Reports	3/20/2008 1:24 PM
SL Transcript 2003_2008.rpt	14 KB	Crystal Reports	3/21/2008 8:12 AM
STLH Mini Orientation 2008.rpt	12 KB	Crystal Reports	3/12/2008 9:15 AM
Summaries_SS Modules 2008.rpt	14 KB	Crystal Reports	3/13/2008 9:37 AM
SVMC Transcript 2007_2008 by class.rpt	14 KB	Crystal Reports	4/18/2008 8:04 AM
SVMC Transcript 2007_2008.rpt	14 KB	Crystal Reports	4/9/2008 2:08 PM

To **modify an existing report**:

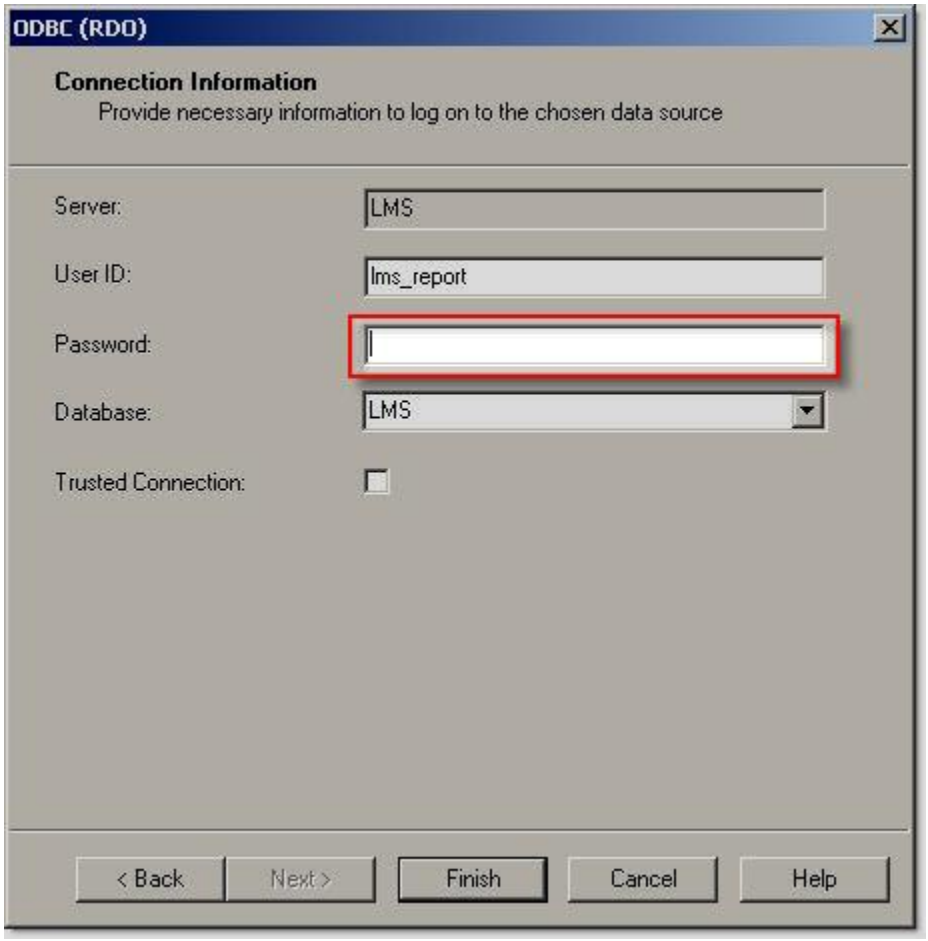
1. Open appropriate Query.



(For this example, we have chosen to modify a St. Vincent's Transcript Report for a department.)

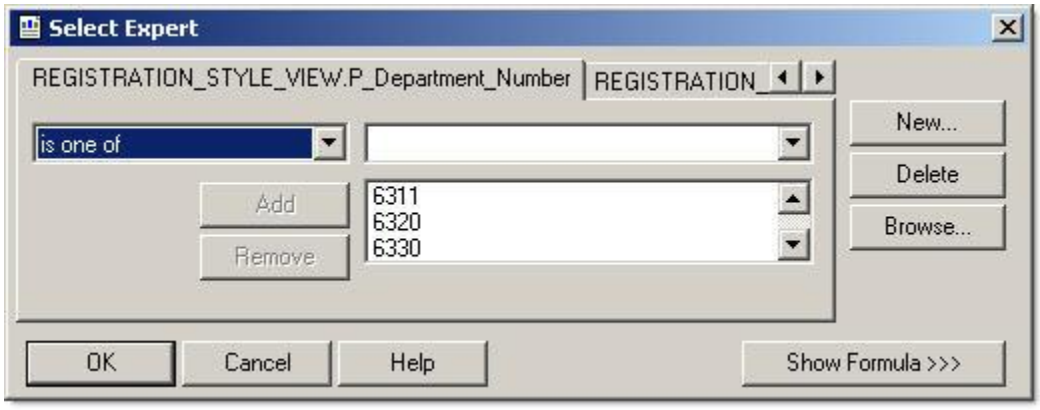
2. Select the Lightning icon on the taskbar to generate a report.

3. Type **LMS** in the <Password :> field and click **Finish**.

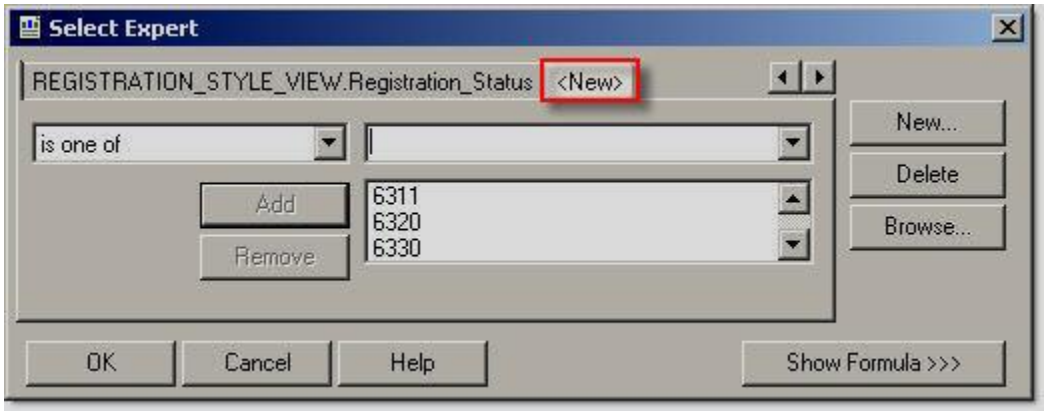


4. Click on the **Select Expert** icon to begin modifying the report.

The Select Expert screen is displayed:

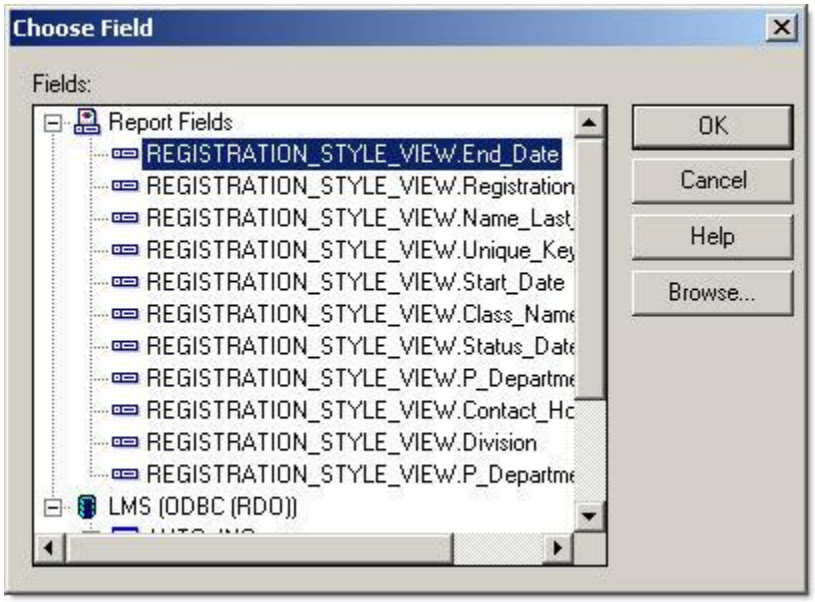


5. To create a new field, click the <New> tab



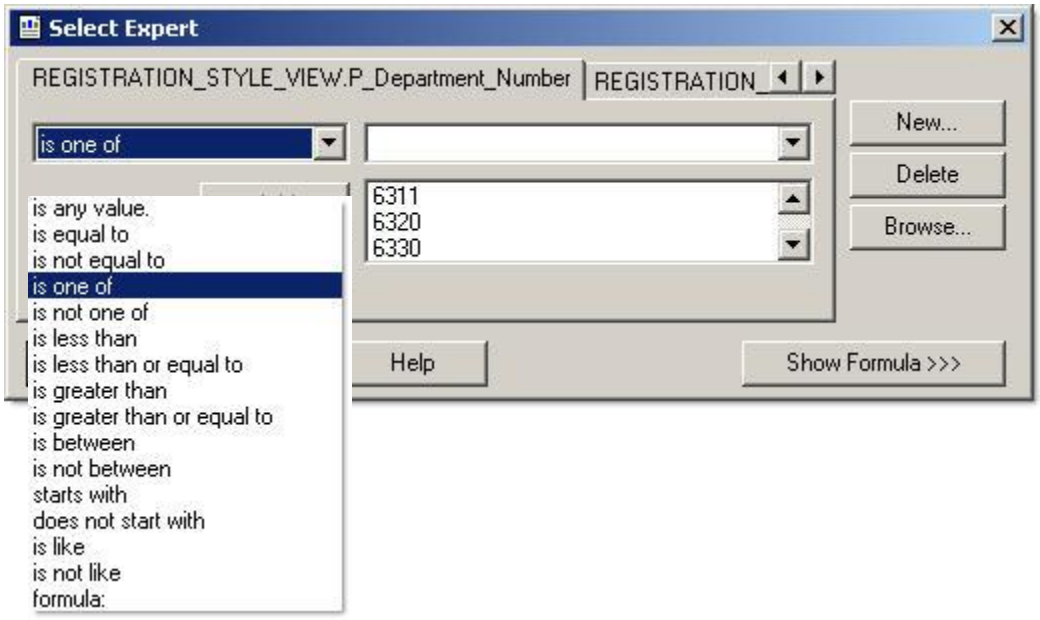
If there is no need to create a new field, simply modify the required existing fields.

6. Select appropriate field from the choices provided.

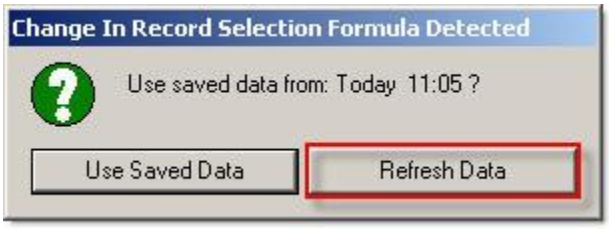


You can choose how to find your information by selecting from the values in the drop down menu on the left side of the screen. The numbers on the right side of the screen represent department numbers.

7. Enter the department number(s) required.

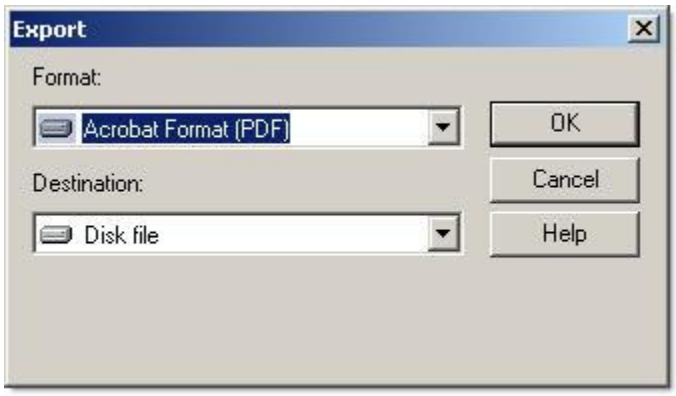


8. Select **Refresh Date** and **OK** to refresh report.

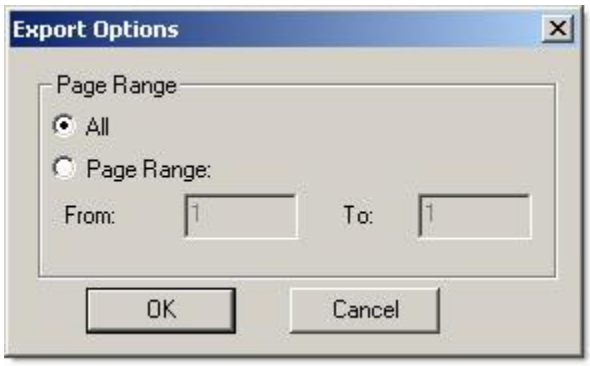


10. To create a PDF File in Acrobat Reader, select the envelope button on the taskbar

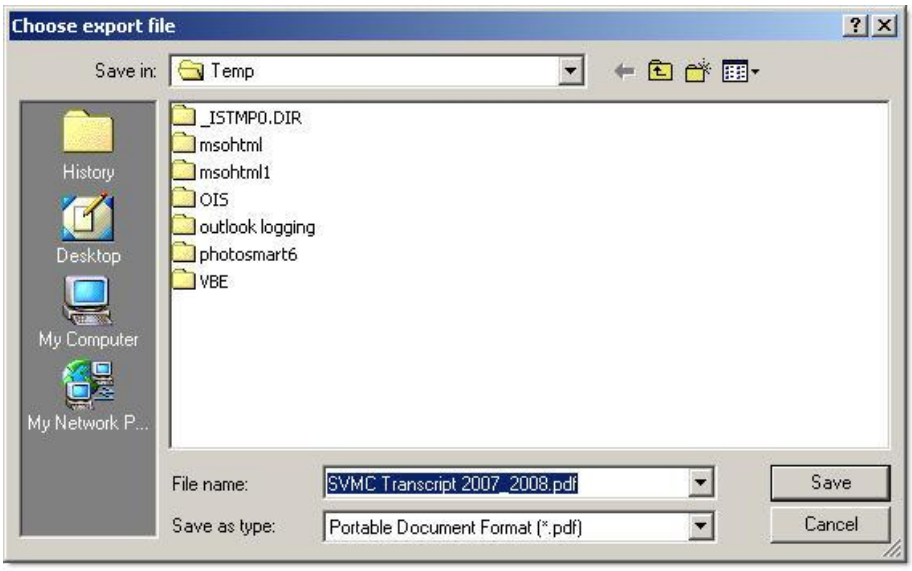
11. Select **OK.**



12. Select **All** under <Page Range> then **OK**.



13. **Save.**

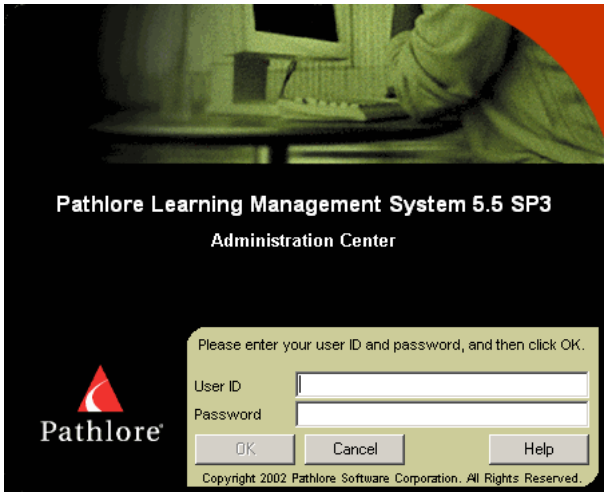

Choose export file
Save in:
Temp
_ISTMP0.DIR
msohtml
msohtml1
OIS
outlook logging
photosmart6
VBE
History
Desktop
My Computer
My Network P...
File name:
SVMC Transcript 2007_2008.pdf
Save as type:
Portable Document Format (*.pdf)
Save
Cancel

Pathlore Importing Function

Every pay period, the Pathlore LMS Import function is utilized to update Associate's records in the system. This includes new hires, transfers, name changes, position changes, change of address, rehires, terminations, etc. The new information is extracted from the Payroll system.

As with Pathlore Reporting—Crystal Reports-- the data source is accessed by clicking on Pathlore's Windows Version icon.

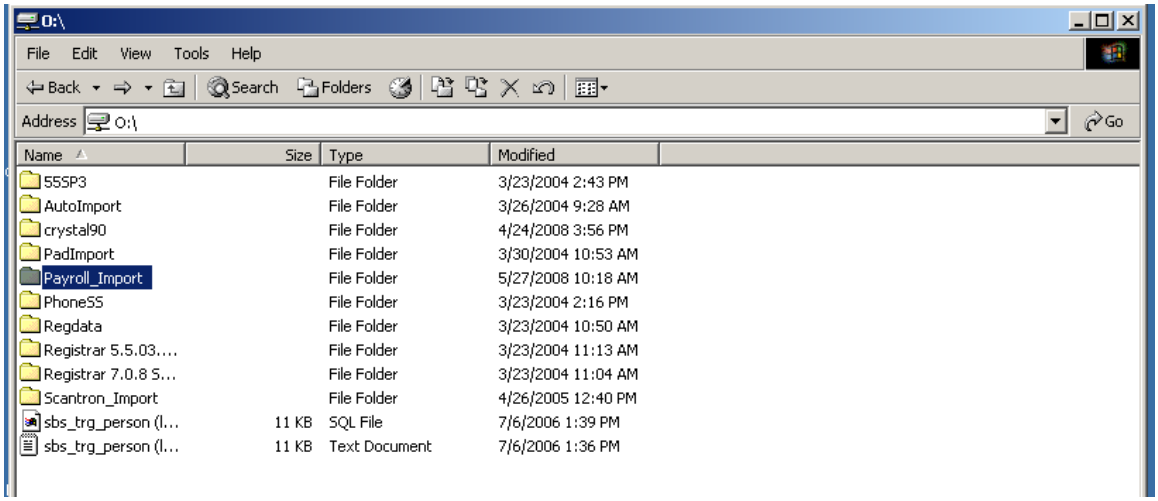
This screen is displayed. There is no need to sign in, but the application must remain active in the background to access the information located in the (O :) Drive.



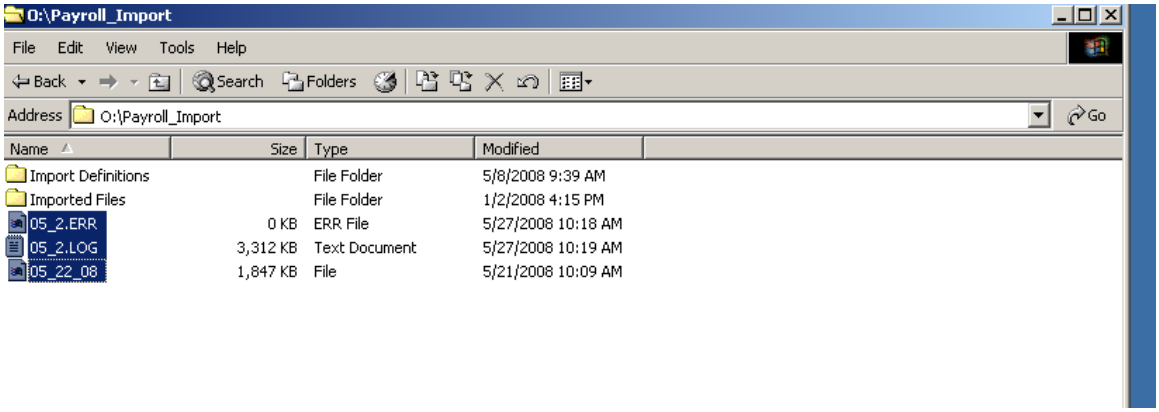
Before starting the import process, the old data files need to be moved to the current year folder and the new Pathlore file must be renamed with the new import date, 5_8_08, for example.

Go to My Computer and open the O: Drive.

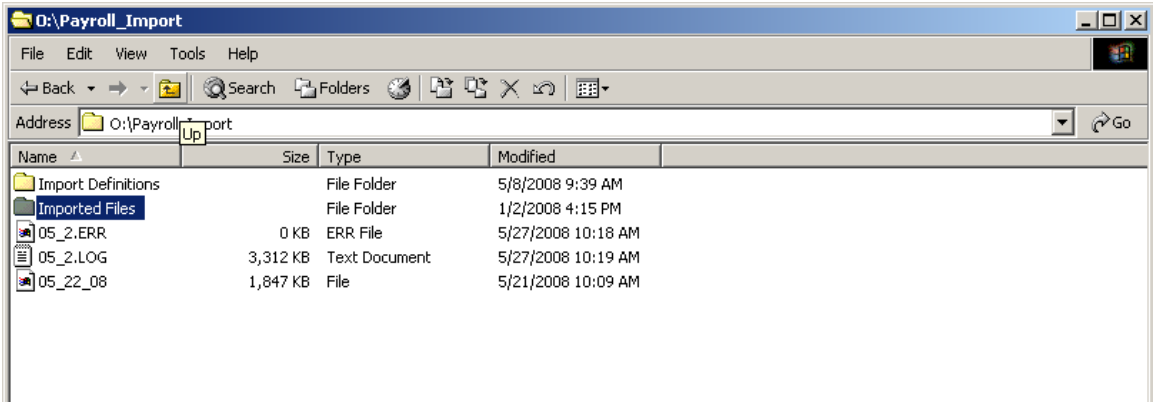
1. Select **Payroll Import**


O:\
File Edit View Tools Help
Back Search Folders
Address O:\
Go
Name Size Type Modified
55SP3 File Folder 3/23/2004 2:43 PM
AutoImport File Folder 3/26/2004 9:28 AM
crystal90 File Folder 4/24/2008 3:56 PM
PadImport File Folder 3/30/2004 10:53 AM
Payroll_Import File Folder 5/27/2008 10:18 AM
PhoneSS File Folder 3/23/2004 2:16 PM
Regdata File Folder 3/23/2004 10:50 AM
Registrar 5.5.03.... File Folder 3/23/2004 11:13 AM
Registrar 7.0.8 S... File Folder 3/23/2004 11:04 AM
Scantron_Import File Folder 4/26/2005 12:40 PM
sbs_trg_person (l... 11 KB SQL File 7/6/2006 1:39 PM
sbs_trg_person (l... 11 KB Text Document 7/6/2006 1:36 PM

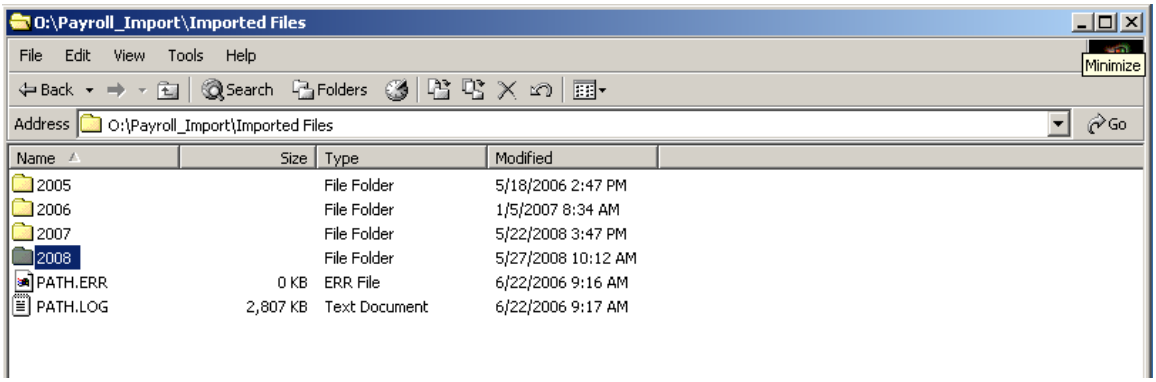
2. Highlight the old import files and click on **Edit / Cut**.


O:\Payroll_Import
File Edit View Tools Help
Back Search Folders
Address O:\Payroll_Import
Go
Name Size Type Modified
Import Definitions File Folder 5/8/2008 9:39 AM
Imported Files File Folder 1/2/2008 4:15 PM
05_2.ERR 0 KB ERR File 5/27/2008 10:18 AM
05_2.LOG 3,312 KB Text Document 5/27/2008 10:19 AM
05_22_08 1,847 KB File 5/21/2008 10:09 AM

3. Select **Imported Files**.


O:\Payroll_Import
File Edit View Tools Help
Back Search Folders
Address O:\Payroll_Import
Up
Go
Name Size Type Modified
Import Definitions File Folder 5/8/2008 9:39 AM
Imported Files File Folder 1/2/2008 4:15 PM
05_2.ERR 0 KB ERR File 5/27/2008 10:18 AM
05_2.LOG 3,312 KB Text Document 5/27/2008 10:19 AM
05_22_08 1,847 KB File 5/21/2008 10:09 AM

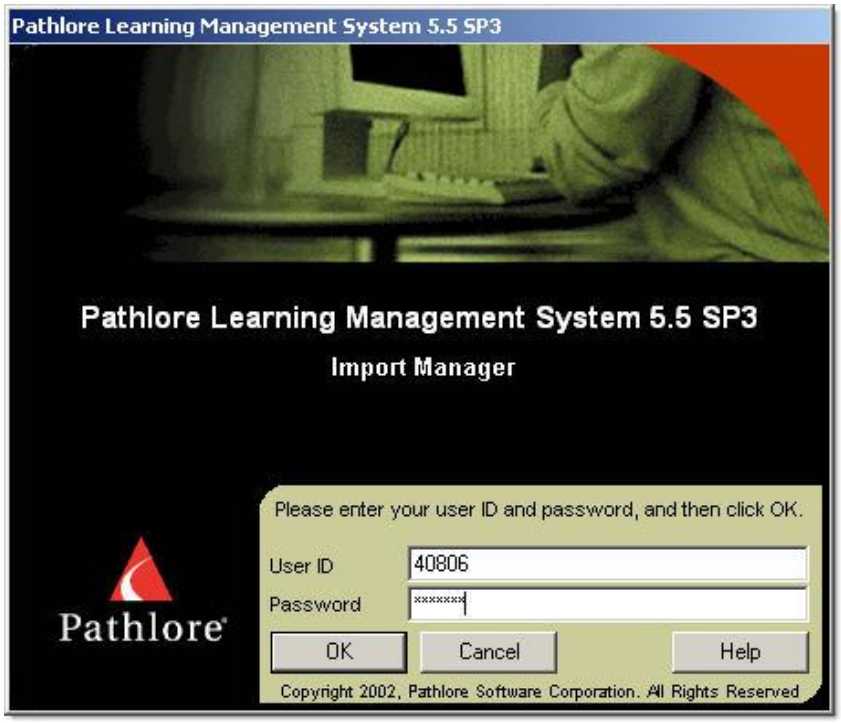
4. Select the current year folder and click on **Paste**.


O:\Payroll_Import\Imported Files
File Edit View Tools Help
Minimize
Back Search Folders
Address O:\Payroll_Import\Imported Files
Go
Name Size Type Modified
2005 File Folder 5/18/2006 2:47 PM
2006 File Folder 1/5/2007 8:34 AM
2007 File Folder 5/22/2008 3:47 PM
2008 File Folder 5/27/2008 10:12 AM
PATH.ERR 0 KB ERR File 6/22/2006 9:16 AM
PATH.LOG 2,807 KB Text Document 6/22/2006 9:17 AM

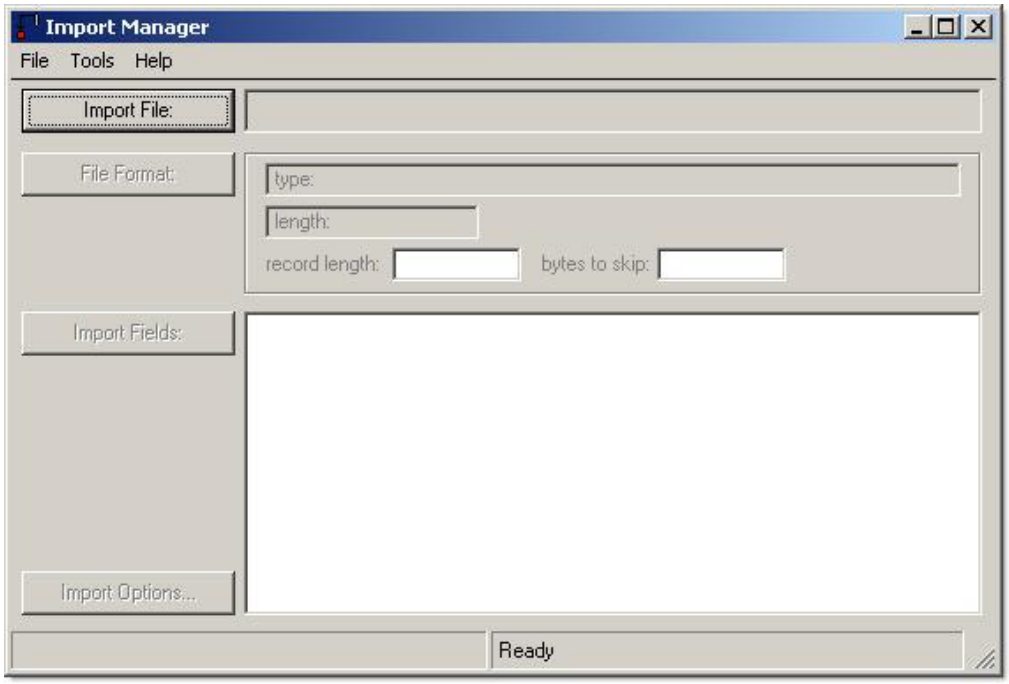
5. Click on the Back arrow twice to go back to **Payroll Import**
6. Go to **File / Rename** and rename the new Pathlore Import file with current date name, i.e. 5_29_08.
7. Exit the O: Drive.
8. Click on the Import Manager icon.

This screen will be displayed again.

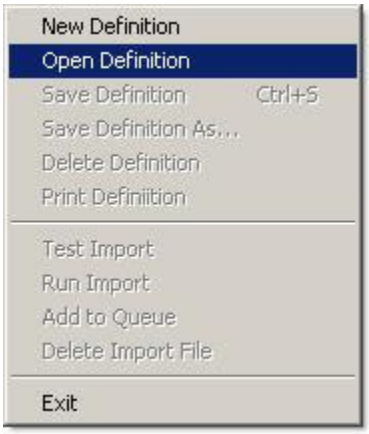
9. Sign in using your employee number. The default password is network, but you can customize it. Click **OK**.



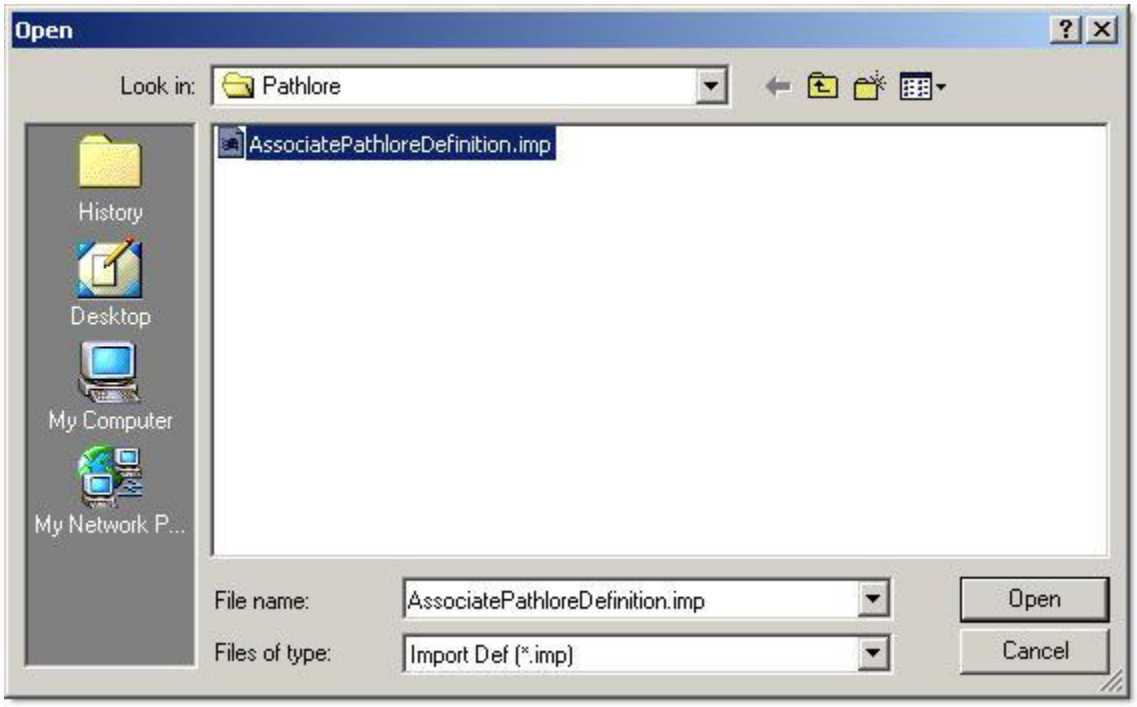
The **Import Manager** screen is displayed.



10. Go to **File** then to **Open Definition**.



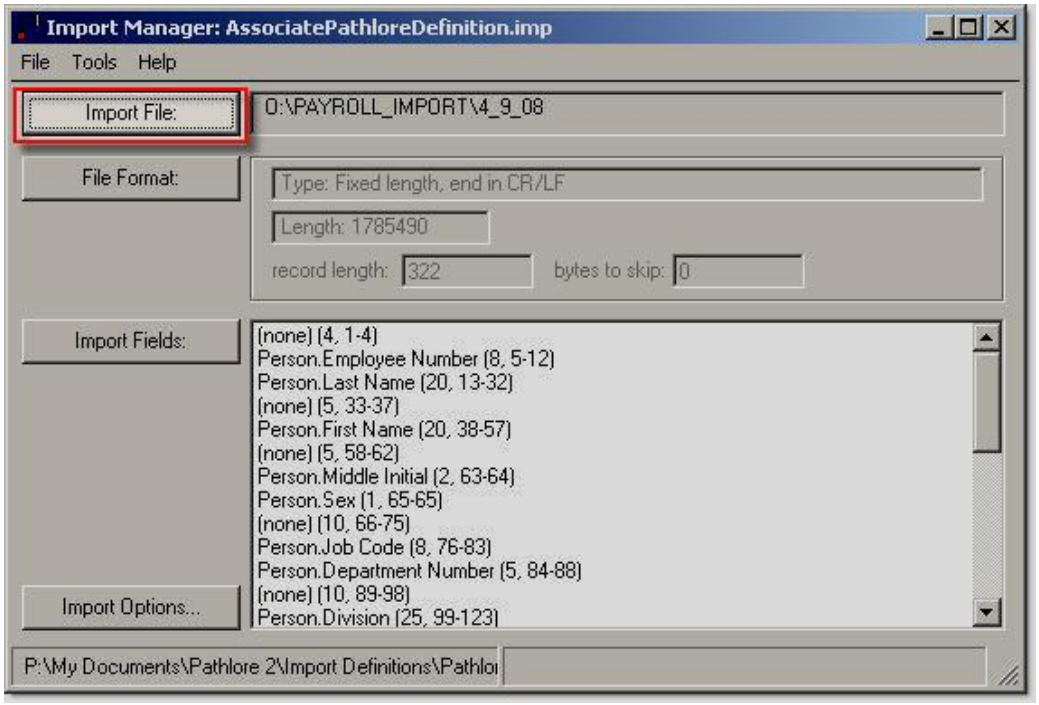
11. Open the Pathlore definition



A window with “Message Import File not Found or zero length, please correct” will be displayed.

12. Click **OK**.

13. Select **Import File**.



The Import Style window will be displayed with “Classes, People, Events, Groups” selected.

14. Click **OK**.

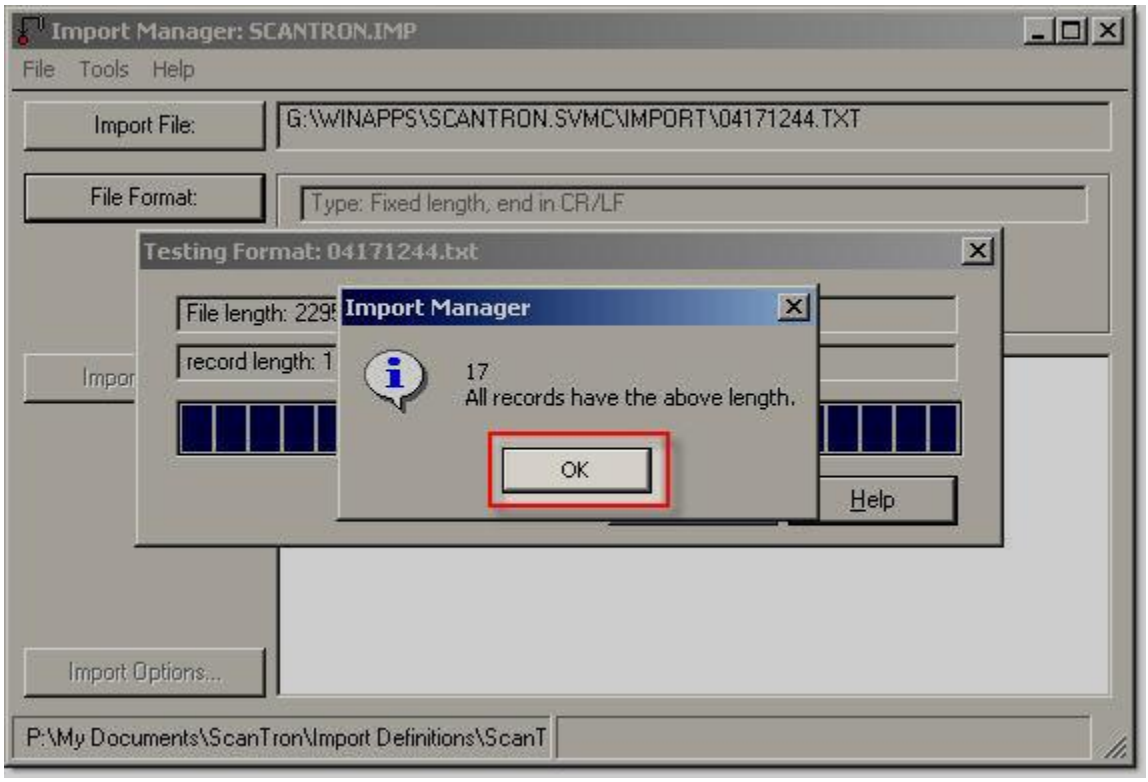
15. Change <Files of type:> to **All Files** and select the newly created file name (i.e. 05_29_08)

16. Select **Open**.

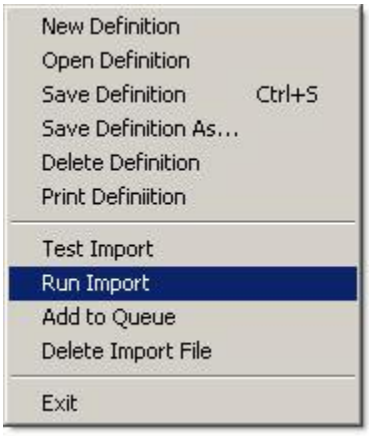
This screen will display.

17. Select **No.**

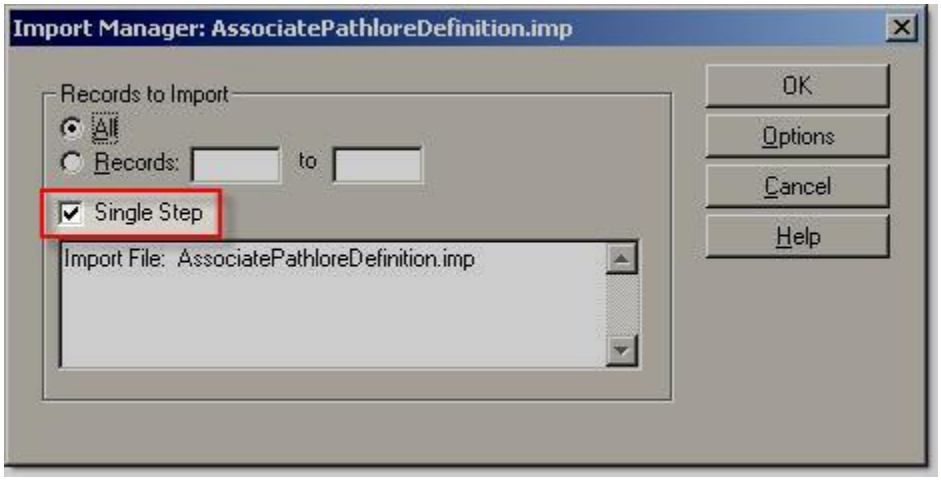
18. Select **OK**.



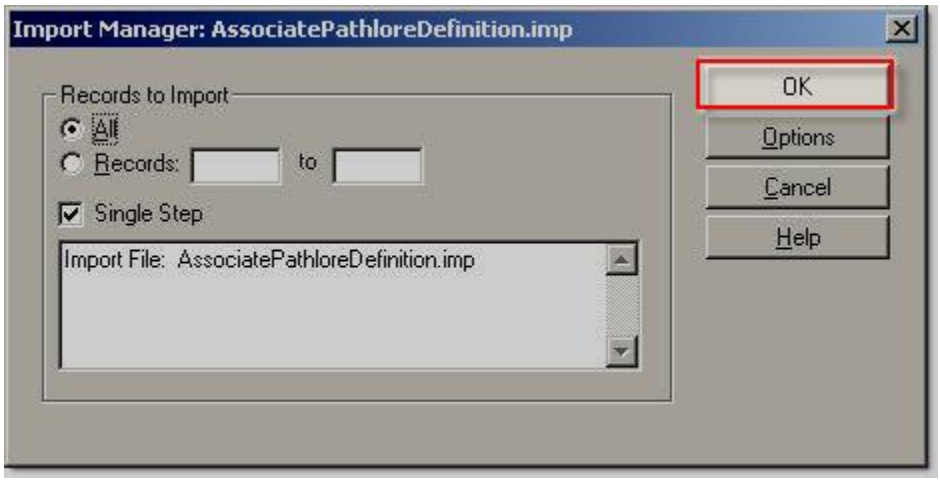
19. Click on **File** and **Run Import**.



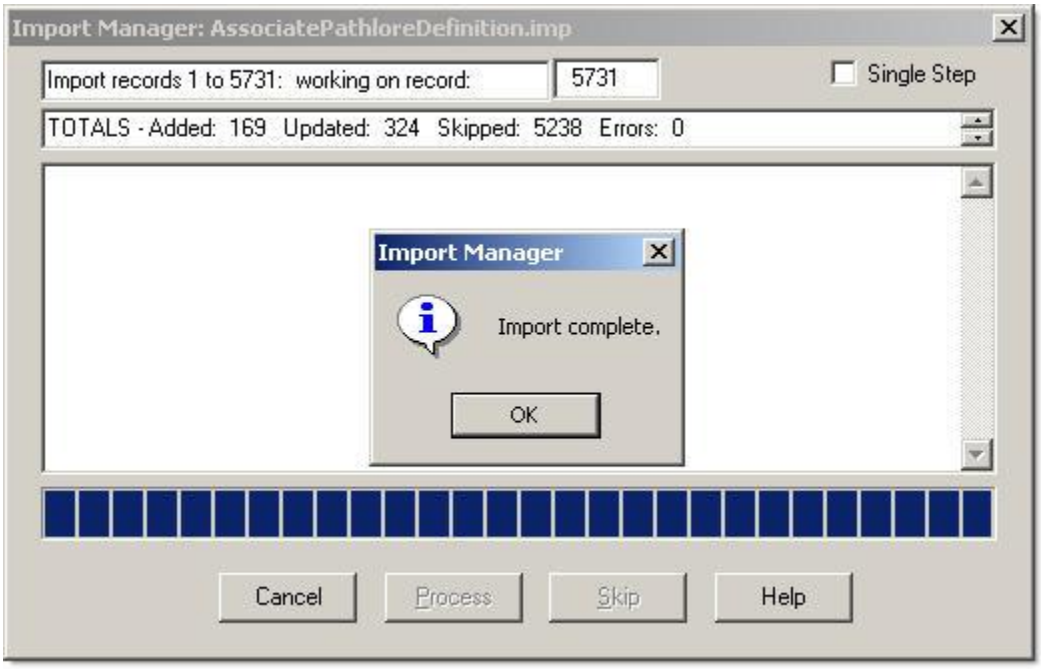
20. Uncheck **Single Step**.



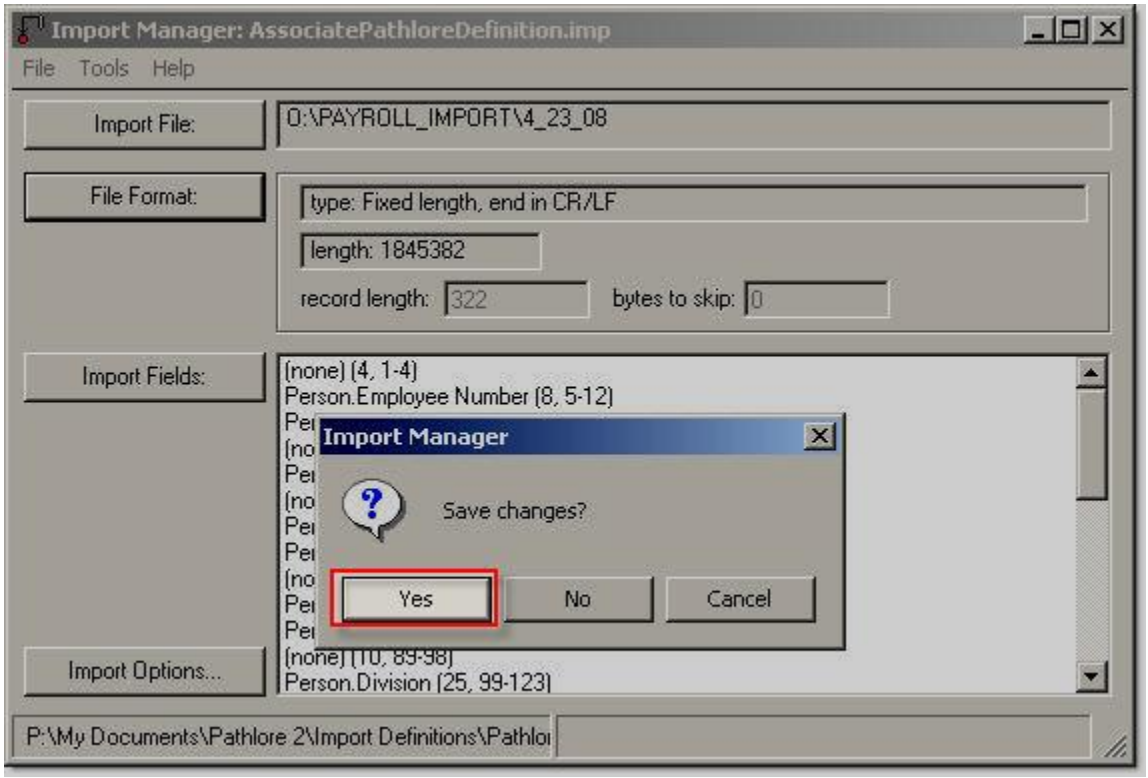
21. Select **OK**.



22. When import has finished, select **OK.**



23. Click on the X to close window and click **Yes** to save changes.

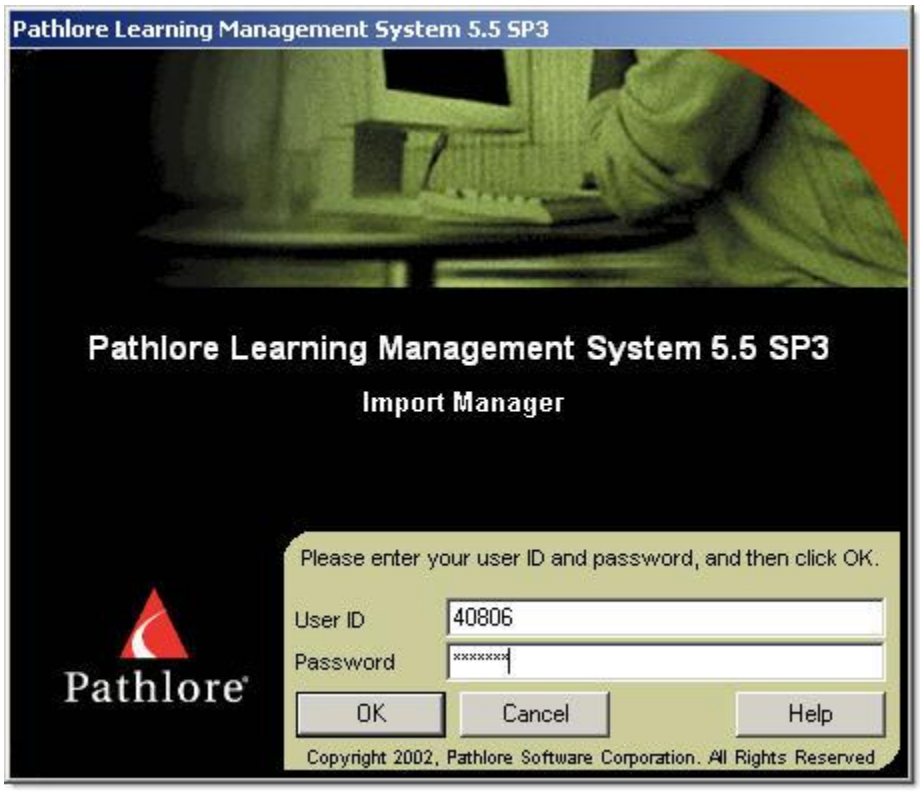


Scantron Importing

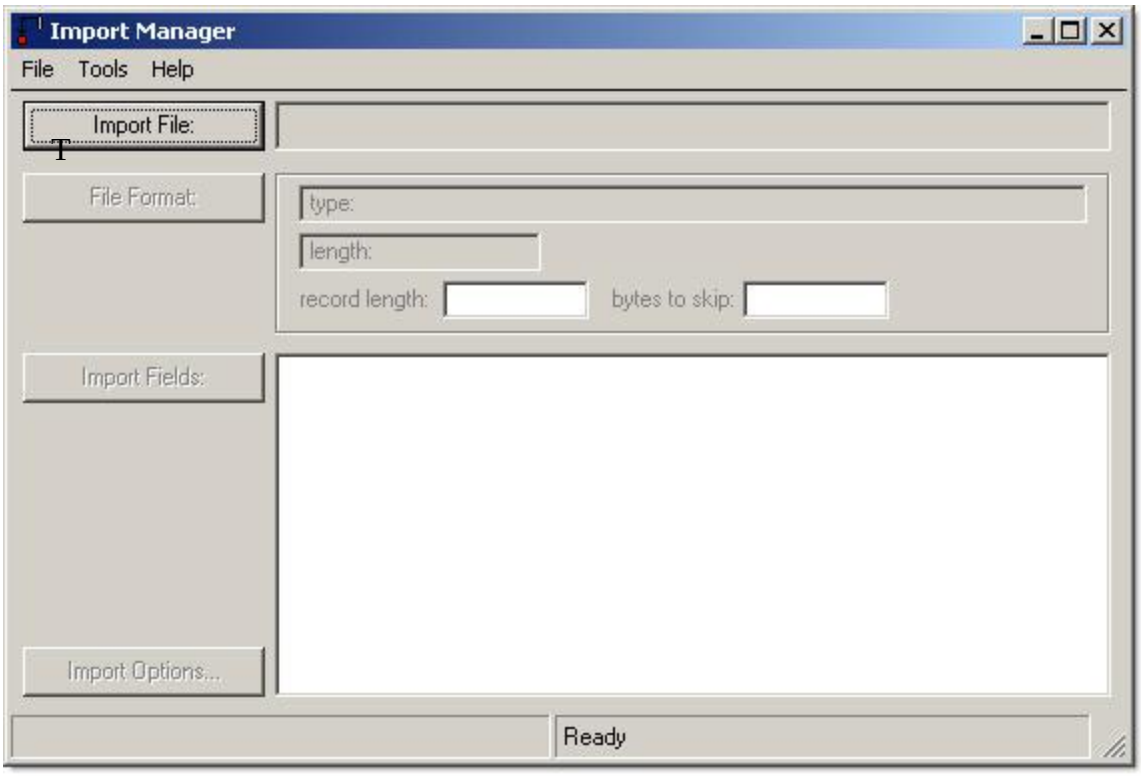
To perform a **Scantron** file updates:

1. Click on the Import Manager Icon

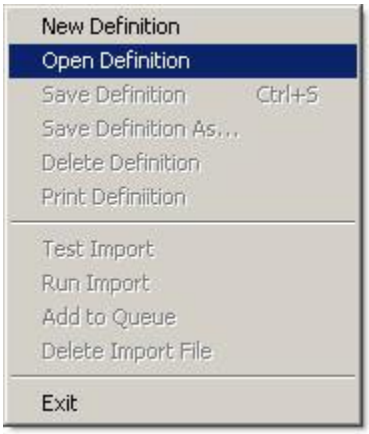
2. Sign in using your employee number and password



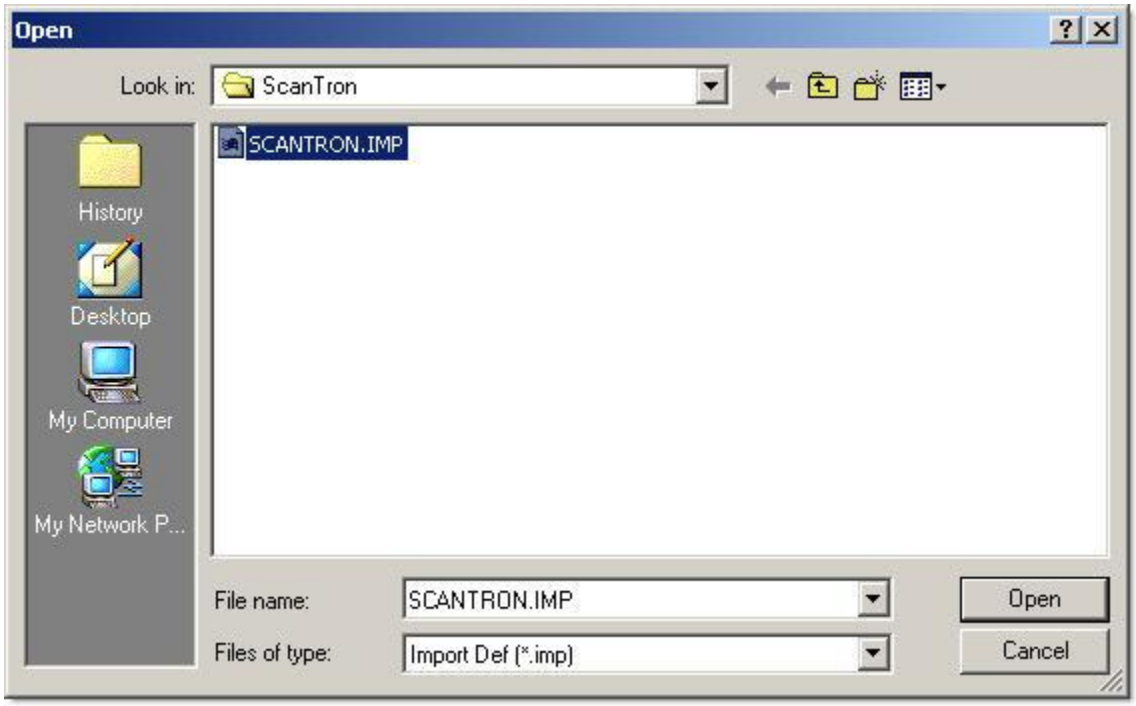
New screen:



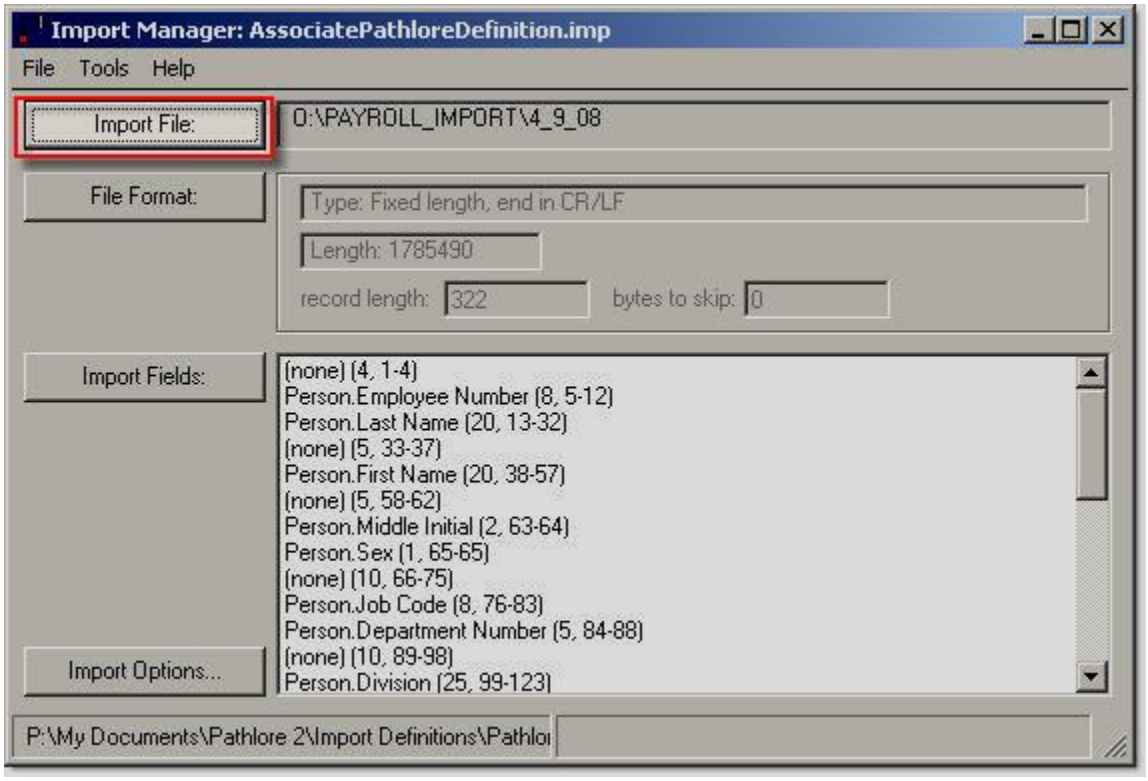
3. Go to **File** then to **Open Definition.**



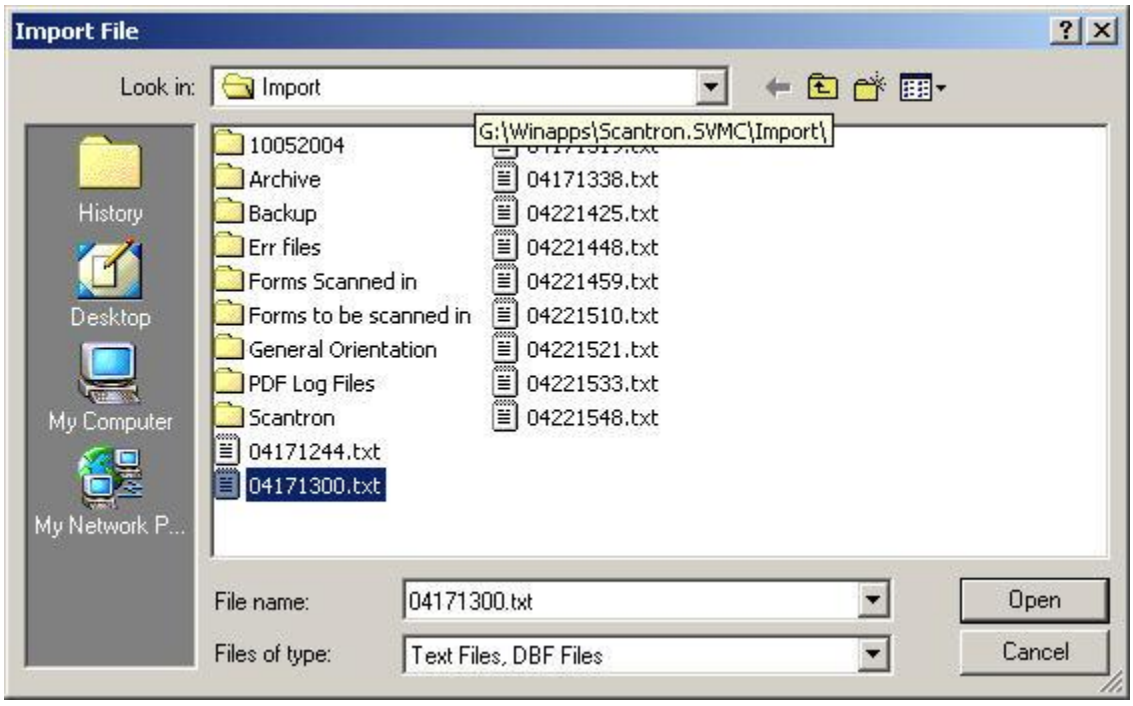
4. Open the **Scantron** definition file.



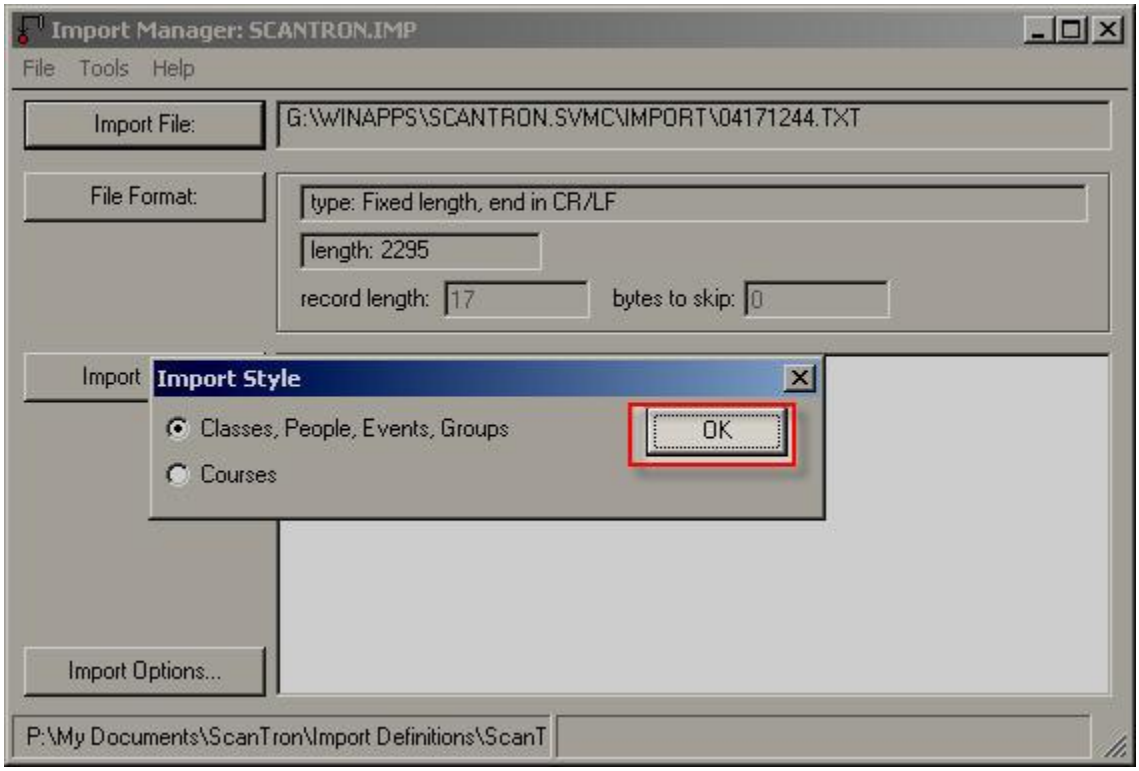
5. Click on the **Import File** button.



6. Click on the new file and open.



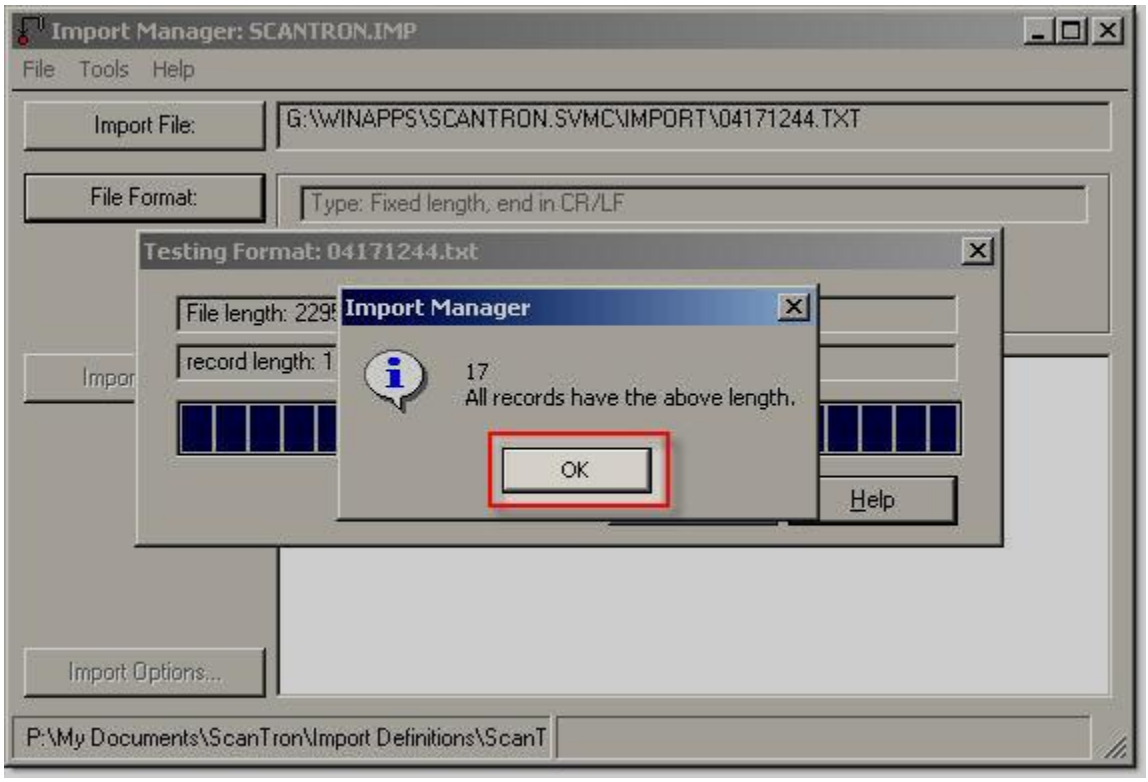
7. The Import Style window will pop up. Select **OK**.



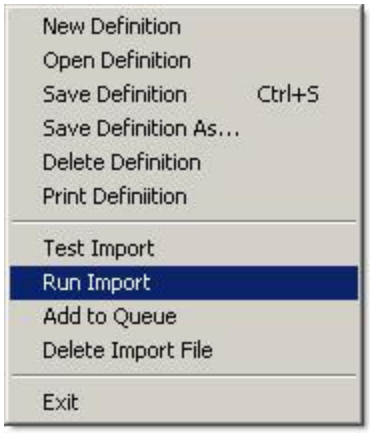
The file will open and the Import Manager window will appear.

8. Select **No**.

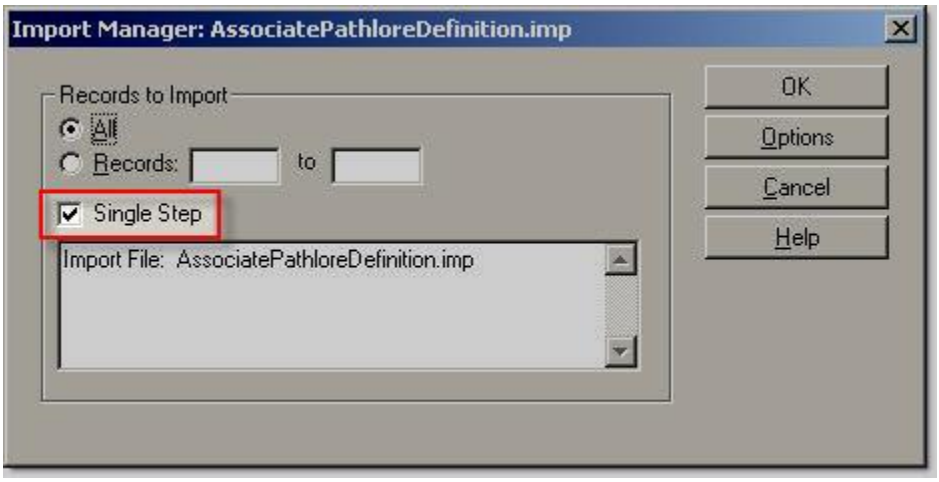
9. Select **OK**.



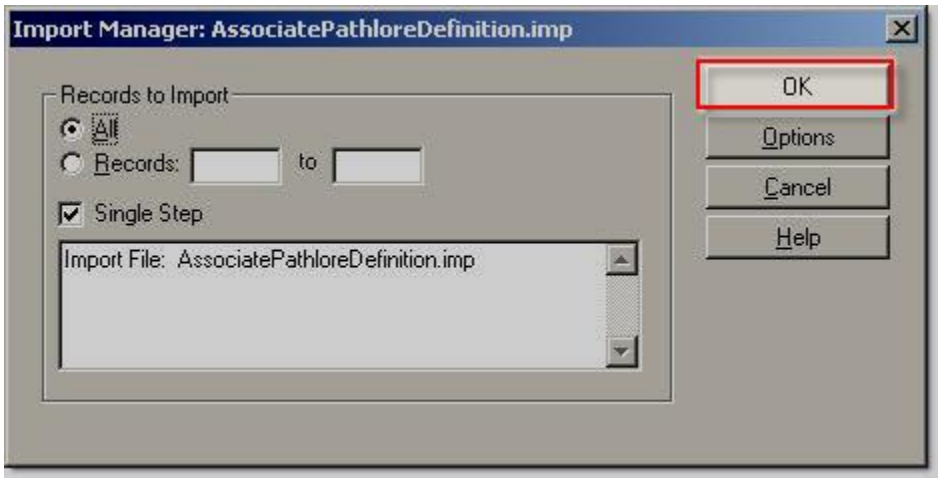
10. Click **File** then **Run Import**.



11. Uncheck **Single Step**.

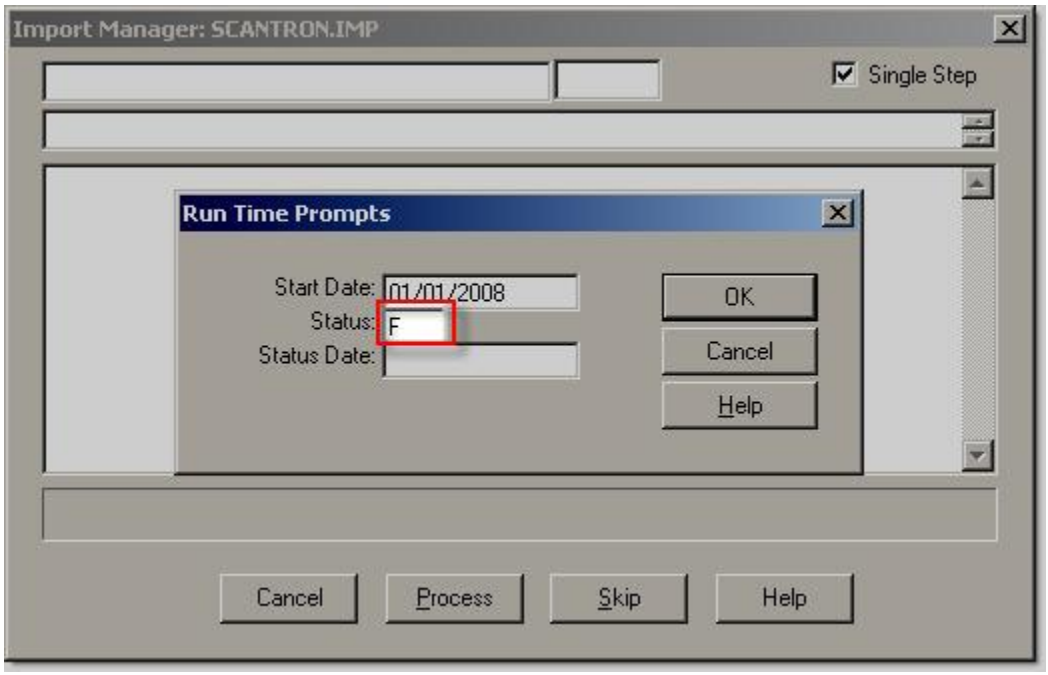


12. Select **OK**.

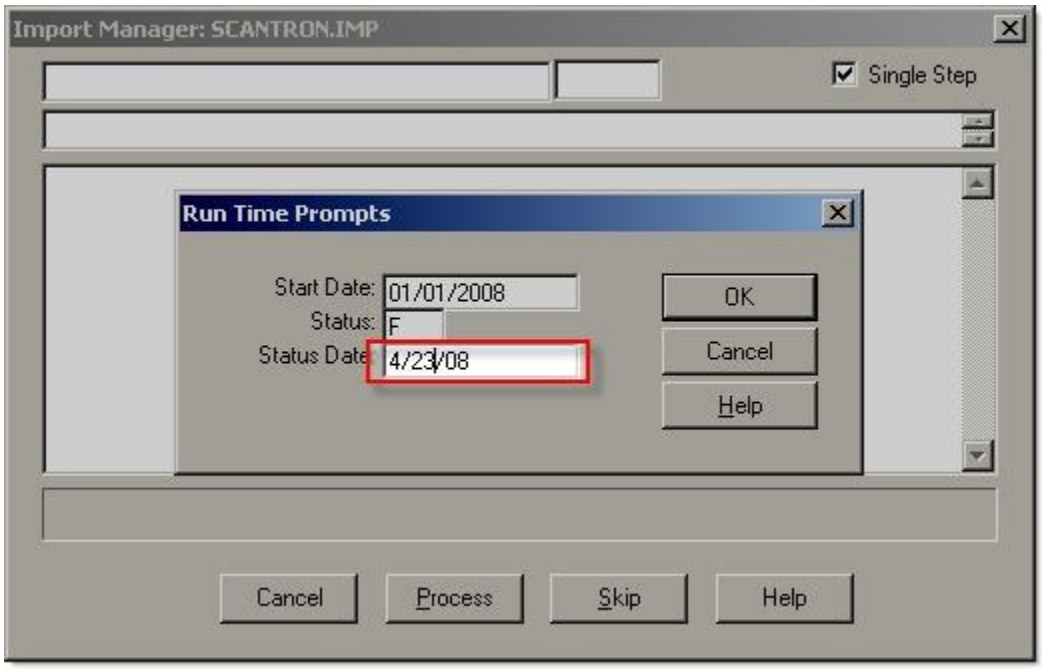


13. Type in **Start Date:** i.e. 1/1/08

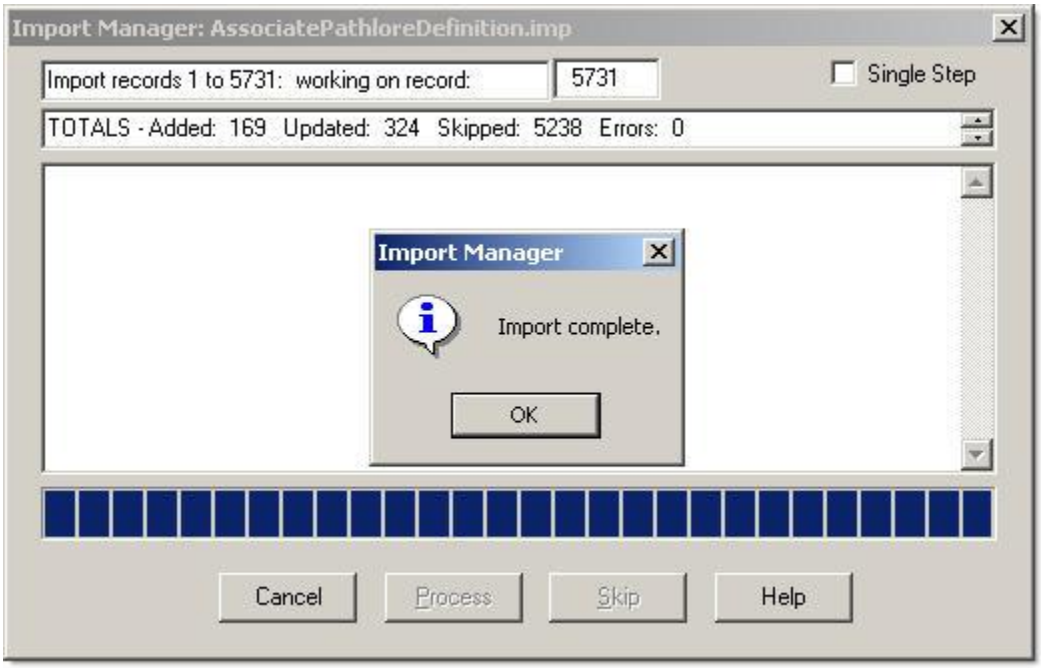
14. Type **F** in the <Status :> field



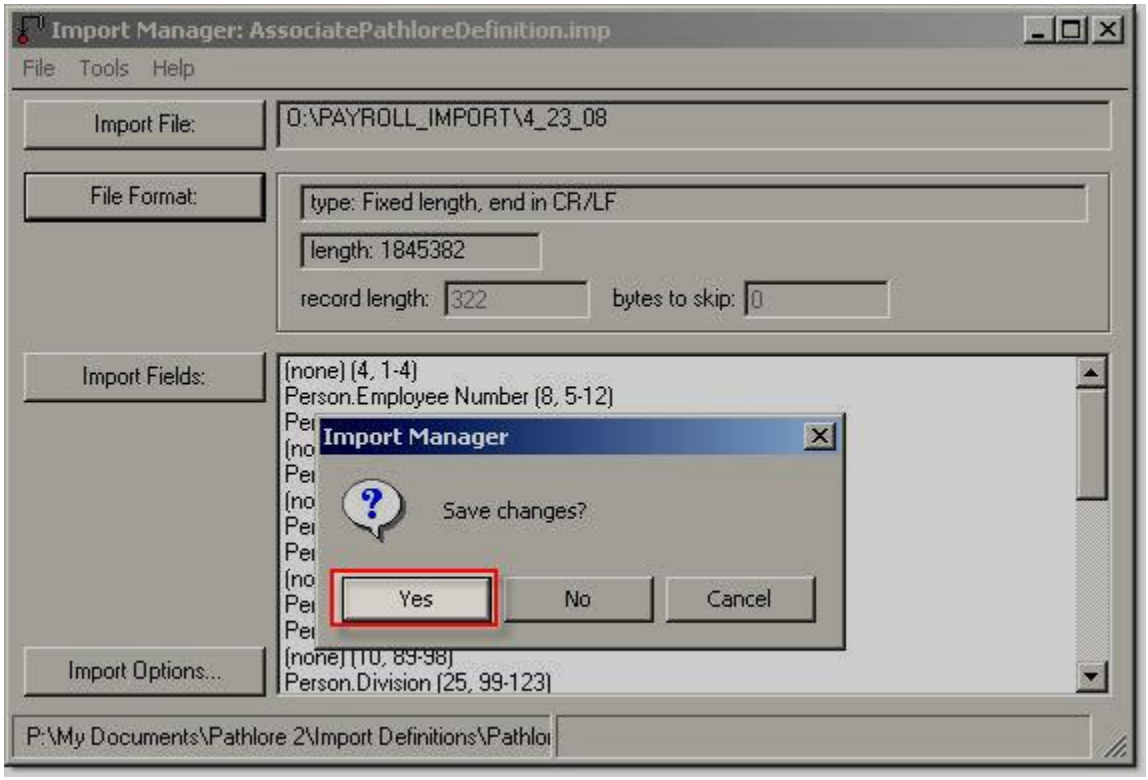
16. Type in the date of the import in the <Status Date :> field and select **OK**.



17. Select **OK** when import is complete.



18. Close window and select **Yes**.



The **Tigr System** is St. Vincent's Medical Center Video on Demand system for patient education.

The Media Specialist / AV Technician is required to perform system maintenance once a month by rebooting the system, adding or deleting new patient rooms, conference rooms or offices.

The Tigr System equipment (a PC, tower, hard drives, etc.) is located in the room directly to the right of the Media Specialist's office in a cabinet marked with the Tigr System logo. The room is currently leased by Barton Productions. The Bartons are contractors who handle all of St. Vincent's Healthcare video requirements. Use the SM 59 key to open the room if no one is there to open the door.

When the generator system check is to take place, we are advised the date via E-mail. A system reboot is necessary the day after the test. The computer will be on, but a sign-on will be required to restart the Tigr System.

A sign- on screen will be displayed on the monitor with a prompt for a Username and a Password. The Username is **administrator** and the Password is **cdci**. Type both in lower case.

The standard windows screen will appear with various icons. Double click on the **Telehealth Tigr System** icon. The system is now reset.

If the system does not reboot properly after following the necessary steps, you may contact James Cassata or John Barton. If neither of one of them is available, contact the Tigr Company directly and they will solve the problem via remote access. Contact Tigr Support at 1-800-535-2459 ext. 8082.

To add a new phone number in the Tigr System, written approval in the form of an e-mail or fax must be received from the Manager or Supervisor of the person making the request.

The process is as follows:

1. Click on Set Up in the Telehealth Tigr – St. Vincent's screen.

2. From the drop own menu, click on Beds/Phones.

3. The Bed/Locations screen is displayed with a spreadsheet containing information on rooms, location, etc. Make sure the requested number is not already in the spreadsheet.

4. If it is in the system, delete the field and re-enter the information by selecting the number and pressing the Delete key.

5. To create the new requested number, go to the last entry in the spreadsheet. Under the Point of Care column, click on the drop down arrow.

6. Hospital Locations will be displayed. Select room location area.

7. If you are adding a conference room, a break room or an office, instead of a patient room phone number, select General from the choices under Hospital Locations.

8. Type in the patient room phone number, conference room number or office number (The last four digits of the phone number.)

9. Under the Room column, type in the number.

10. Under the Bed column, type **0** (zero) if it's an office or conference room. Type **1** (one) if it's a patient room.

11. Type **0** (zero) under the Bed/IVR Map column.

12. Make sure the Rentable box is checked.

13. An ID number will automatically be created on the right side.

14. You may exit by clicking on the X on the top right of the screen.

Phone Self Service is the phone line class registration system associates utilize to register for classes. If an associate attempts to register for a class and has difficulty with registration they have the option of leaving a voice mail in the system. The Media Specialist is responsible for checking each voice mail by dialing extension 8000. The password is 00000.

The computer monitor linked to this service is located in the Barton Productions office to the left of the Tigr system monitor.

When associates attempt to register and encounter problems with registration, the Media Specialist must first check Pathlore to make sure the associate is in the system. If there is confirmation they are in the system but are still experiencing difficulties, call Julie Desser at extension 7470.

If there is a power failure, the system will reboot itself and continue running. Check the screen periodically and if there's ever an error message displayed, shut off the system. It will reboot itself. When rebooting, always choose the Restart option, not the Shut Down option as the system will remember the last command when rebooting on its own. The User Name is Phoness and the Password is PSS. Neither one is case sensitive.

The **DVD Duplicator** is used to make duplicates of CDs or DVDs.

The LaCie duplicator is under the TV on top of the VCR and DVD Recorder.

The top drive is the Master Drive and the bottom drive is the Slave Drive.

Step by step guide:

1. Place master DVD or CD on top drive
2. Place blank CD or DVD on bottom drive
3. Use arrows to select function displayed on screen:

Number	Function
1	Copy
2	Test
3	Test & Copy
4	Verify
5	Compare
6	Pre Scan
7	Disc Info
8	Select Source
9	Image
10	Edit Track
11	Setup
12	USB Mode

4. Select function 1--Copy-- and press **Enter**.
5. Screen will read **OK** when copy is complete.

Operating the Video Camera

Recording:

1. Set up tripod
2. Mount camera to tripod. The mounting plate is preset; there is no need to change settings. When mounting, set it in at an angle for easier placement. Push camera forward as far as it will go and lock by pushing button towards left.
3. Make sure camera is mounted straight by checking the level. The level (green round plastic button) is located on the tripod head. Unscrew knob on the bottom of tripod.
4. Connect the focus arm remote cable to the camera and onto the remote input (blue lettering).
5. Hook up the microphone receiver. Mount on the Velcro and hook up the XLR cables into sockets on the back of the camera.

   Note: The wireless Lav mike must be synched to the receiver. For example, if the receiver is set at 6925, the Lav must be set at the same frequency. The frequency range is 6801 to 6947. Frequency 6925 works best.
6. Plug in headphones to into the green input on back of the camera. Test the audio.
7. Plug in power supply to wall and place battery into camera.
8. Press the eject button and top of the camera and place tape inside. Eject button is located on the right side of the camera next to the silver square.
9. Turn knob on the left side of camera to A for Automatic. You are now ready to record.
10. Position camera a necessary and remember to take off lens cap!
11. Press record; the red button on the focus arm.
12. When finished, press the start/stop button and eject the tape.

Transferring Tape to DVD:

1. Insert one end of the DV Bi-Directional cable into the DV output plug.
2. Insert other end into the DVD recorder input plug.
3. Turn on DVD Player.
4. Place blank DVD into slot.
5. Turn on TV.
6. Select **INPUT TO DV** located on top left of DVD player. If using the remote control, press the bottom most button.
7. Make sure tape is rewound and cue to the beginning of the presentation. Press the **PAUSE** button.
8. Press the **RECORD** button on the DVD Player. It's the first red button on the top right. Use the remote control, if preferred.
9. As the counter starts on the DVD Recorder, press **PLAY** on the camera.
10. When recording is completed, press **RECORD STOP** on the DVD Recorder or on the remote control.
11. Unplug the camera.
12. Finalize disc on the DVD Recorder by pressing **TOOLS** on the remote control. Select **DISC INFO** from the menu displayed on the TV monitor screen.
13. Choose **FINALIZE** from the menu on the right side of the screen.
14. Eject DVD.
15. Test to ensure recording was completed.

Producing a VHS Copy of a DVD

1. Use VHS cables (Yellow, Red and White) on back of the DVD Player and VHS Recorder.
2. Switch outputs on back of the DVD Player
3. Plug one end of the cables into the **LINE OUT** jack of the DVD Recorder.
4. Plug in other end of cables into the VHS Input; marked **AV1 INPUT.**
5. Press **PLAY** on DVD Player.
6. Press **RECORD** on VHS Player.

To produce a DVD from VHS tape, proceed with opposite operation of above instructions.

The Foundation TV

The Foundation TV, located in the hospital's main lobby, plays a video which runs on a loop at all times. It is the Media Specialist's responsibility to ensure the TV is always on and the DVD player is functioning.

When the Tigr system generator test takes place, the DVD player will shut off and must be turned back on. The DVD is located next to the Tigr system equipment in the Barton Productions office in a blue cabinet to the left of the Tigr system.

Perform the following steps to reset the DVD player:

1. Use the remote control to access the menu.
2. Press **DISPLAY**.
3. Scroll down to **REPEAT**, then to **REPEAT CHAPTER**.
4. With assistance from the Bartons, confirm the video is playing by viewing it on the monitor and that it is rerouted to the TV in the lobby.
5. Retrieve Key Number 3 from the key box behind the Media Specialist office door.
6. Go to the lobby and unlock the cabinet door where the TV is housed. (The lock is located on the right side of the main panel surrounding the TV.)
7. Turn on the TV with the remote control and make sure it's on Channel 25.
8. Lock the cabinet and return Key Number 3 to the Key Box.

Bryan Auditorium Sound & Lighting System

The Media Specialist / A/ V Technician is responsible for the Bryan Auditorium sound and lighting system when the Auditorium is in use. The sound and lighting booth is located on the second level of the auditorium. It is accessible through a side door to the right of Bryan Auditorium's main entrance. Use the metal ladder to go up to the booth.

The Sound System:

Sound can be turned on and off in three different areas.

1. With the main power switch on the Mackie sound board in the sound booth.

2. With the two black buttons on the left hand wall as you enter through the main entrance. The buttons are next to the white panel.

3. At the podium.

All sound levels are labeled on the white strip on the bottom of the board. They are preset with the appropriate settings; no need to change.

Labels:

- Podium: podium mic
- Lav 1: video camera remote control mic
- Lav 2: mic on stage
- Lav 3: mic in Terry Conference Center
  (A hand held mic is not available at Terry Conference Center.)
- Video: for sound if playing a video
- Line out: to access sound directly from the sound board
- CD: for a CD player

Sony Diversity Tuner:
This tuner is the receiver for the wireless microphone. It must be in synch with the Lav wireless mics.

The Lighting System:

The brain to the lighting system is located on the white panel to the right of the Mackie sound system. There are nine (9) preset settings which are printed on the blue plaque next to the white panel. All lights can be adjusted via the zones under the preset settings.

Like the sound system, the lighting system can be accessed from other areas of the Auditorium:

1. From the left wall beyond the main entrance area (same place where sound is accessible). There is another blue plaque on this wall and underneath it, is another white panel with presets.

2. The podium.

Note: The lighting system is set up so that the lights fade out when they are turned off. There are times, however, that the lights will shut off without the fade out. When this occurs, there is no need to make adjustments. This is a glitch in the system.

Input Jacks:

There is a silver box in the back of the stage that has 2 XLR input jacks available for sound. Jack #8 can be used to hook up a camera. Jack #7 can be used for an extra microphone, VCR or a DVD.

There is a network jack in a round plate on the floor directly in front of the stage. This can be used for webinars, satellite feed or video conferencing.

The rectangular box on top of the stage is to hook up sound for a DVD Player, VCR or laptop.

The Screen:

To lower the projector screen for viewing presentations from a laptop, DVD, etc. locate the toggle switches on the wall next to the on-stage podium. Adjust as necessary.

Manger Music

Every year during the Christmas holidays a Manger scene is set up between the hospital's Main Lobby and the Dillon Cafeteria. Pastoral Care is responsible for coordinating the setup. In the past, they have either called a meeting or send an email to inform the involved departments of the set up date. Plant Facilities is in charge of the actual setup and in our department, the A/ V Specialist is responsible for ensuring the CD player is on and that it is playing music continuously.

Miscellaneous Information:

- Manuals for projectors and other equipment are in the top drawer of the file cabinet and in the Manuals folder in the **P:** Drive.
- Replacement lamps for projectors are on the top shelf of the shelving system in the Media/A/V Specialist office. Lamps for Overhead Projectors and Slide Projectors are beneath the top shelf to the right.
- A/ V Specialist is responsible for ordering ink cartridge for the Scantron machine. There is one replacement available next to the overhead bulbs. Orders are placed through Frances Moore, Manager of Education and Organizational Effectiveness.
- Scan all meeting rooms, conference rooms, classrooms, etc. at least once a week to ensure they are stocked with all necessary materials. This includes flipcharts, markers, etc. Use the Weekly Classroom Checklist.